# AIBUKI Workshops - 50th Academy of International Business (AIB)-UK & Ireland Chapter 2024

**IMPORTANT NOTE:** This initial page is a confirmation that you've registered to attend the AIB-UKI 2024 Conference. If you have not yet been administered a badge, then please show this page if asked by our security team.

**Dates:** 3rd and 4th April 2024
**Time**:

- **3rd April:** Registration/Information Desk opens at 09:30 AM BST.
- **4th April:** 08:30 AM BST.

For further details regarding the timings of sessions during the workshops, then please refer to the programme which you can access via this link:

https://www.conftool.org/aibuki2024/index.php?page=browseSessions&ismobile=true. You may also scan the QR Code below to see the programme:



**Scan to view the event programme!**

This QR code will also be available on the back of your badges so that you can quickly access the event programme on your mobile phones. Please note that printed versions of the programme will not be made readily available.

# Delegate Protocol

Dear Delegate,

We look forward to welcoming you to the **50th Academy of International Business (AIB)-UK & Ireland Chapter 2024 – AIB-UKI Workshops** on the **3rd and 4th April 2024.** Below is the information you will need prior to and during the event to get the most from our conference, so we would be most grateful if you could please take a few minutes to read it.

## EVENT FORMAT AND PROGRAMME

The event will take the format of **Day 1 and Day 2.**

- Both **Day 1** and **Day 2** will consist of **workshops, plenary presentations,** and **parallel sessions** throughout the day.
- **Dr Oleksandr Shepotylo** has also provided a Workshop Syllabus for his Workshop on the 3rd April, which you can find attached in this email to read **before his session** if you are planning on attending.

## VIEWING ABSTRACTS AND PROGRAMME ON CONFTOOL

- For more precise information and the **event programme** please go to the **Conftool website** by clicking on the following link: https://www.conftool.org/aibuki2024/index.php?page=browseSessions&ismobile=true

- On the Conftool programme, you can access additional details and/or abstracts by **clicking on the session name** in the programme.

- You can also add sessions from Conftool to your Outlook or personal Calendar on your phone. More detailed instructions on how to do this are available in the PowerPoint attached to this email, courtesy of Professor Rudolf Sinkovics from the University of Glasgow.

- **On the 3rd of April,** we will run workshop sessions on the 4th and 7th floors. Lunch and refreshments will also be available on the 7th floor (MB706).

- **On the 4th of April,** we are using the Ground floor (G63 for lunch and refreshments). For workshops/parallel sessions, we are using the 1st floor, 4th floor and 7th floor.

- The best lifts/elevators to access these floors would be the A and C lifts. The best lift for MB161B is the H lift. Directional arrows, signs and maps will be put up around the building to aid you. There will also be staff and volunteers available to help you with any problems or questions.

## LOCATION:

Aston University
The Aston Triangle
Birmingham
B4 7ET

## DIRECTIONS

For directions on how to reach Aston University, please click on the following link for general directions and information: https://www.aston.ac.uk/about/visit.
If you would like a campus map, then please visit this link: Campus map 2023 (aston.ac.uk)

## REGISTRATION AND LOCATION OF SESSIONS

- **Registration and Lunch/Coffee Breaks**

    o **The registration desk** for the event will be located in the **upper foyer** of the **Aston University Main Building** (enter the main building and take the stairs opposite reception). The registration desk will open at **09:30 AM** on the **3rd of April** for delegates.
    o **On the 3rd of April**, refreshments and lunch will be available in MB706.
    o **On the 4th of April,** refreshments and lunch will be available in G63.

        ▪ **Lunch times:**
        ▪ 1:00 PM – 1:30 PM on the **3rd April.**
        ▪ 12:00-1 PM on the **4th April.**

There will also be a Welcome Reception from **6 pm-7:30 pm** on the 4th of April, in the Conference Aston Lounge in Conference Aston/Aston Business School.

## PARKING

There is limited parking available on and near campus. Please check and book one of the following parking options if you are planning to arrive by car:

- Conference Aston First Park. Rate: fixed **£7.95 for 24 hours**. Location: Car park 12 (See University Campus Map attached).

- Car park 5 (See University Campus Map attached). Rate: **£6 per visit (6 AM – 10 PM)**.

- Car park 6 Rate: (From 16:30 to 23:30) **£1 for 2 hours, £4 for 4 hours, £5 for 6,5 hours.**

- Millennium Point. Rate: hourly basis approx. **£5.90 for a 6-hour visit**. Location: Check the attached Campus Map.

## WIFI AND INTERNET CONNECTION

The Cloud Wi-Fi access is available throughout the Aston University Campus and Conference Centre, completely free of charge. To connect to the Wi-Fi, please follow these instructions:

- Once on campus, go to your phone's/laptop's **Wi-Fi settings**.

- From the list of available networks, select and connect to **"_The Cloud".**

- Upon connecting, you should be redirected to The Cloud's **login page**.

- Press/click on the **continue** button.

- If you already have an account with Cloud, please use your credentials here to **log in**. If not, choose the **"Create account"** option and follow the instructions on the screen to make an account.

- Once you've created an account/logged in you will be granted access to a fully working fast internet connection. Enjoy!

## SPECIAL REQUIREMENTS

The conference should be easily accessible to all throughout, however, if you do have any special requirements e.g., mobility adjustments etc. that need to be made, please contact us via email to let us know so we may make the necessary arrangements.

## FIRE ASSEMBLY POINT

There is a fire test at 9 AM on Thursday mornings.

Should the alarm go off at any other time please evacuate the building. You will be directed to the assembly point near the Student Union Building.

## RECORDINGS

Please note: Photographs of the event will be recorded and may be used to publicise the work of Aston University, on their website and social media channels including Twitter and newsletters, as well as to share them with the conference delegates after the event. A reminder about the filming and photography will be shared at the start of the conference. There will also be photography at the Gala Dinner so if you would not like your picture/video taken, then please speak directly to the photographer.

## THANK YOU TO OUR FUNDERS

We would like to give our funders from **Aston Business School** a huge thank you for their contributions and support for the 50<sup>TH</sup> AIBUKI 2024 Conference.

**CONTACT INFORMATION**

Please feel free to reach out to us with any further enquiries or questions you may have about the conference, by emailing us at aibuki2024@aston.ac.uk

**Thank you and we look forward to meeting you at the event,**
**AIBUKI-24 Conference and Event Organisers**