MAIN CONFERENCE - 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: 5th and 6th April 2024
Time:

- **5th April:** Registration/Information Desk opens at 08:30 AM BST.
- **6th April:** Information desk located in the Cloakroom/Refreshment Area in G63.

For further details regarding the timings of sessions during the Conference, 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** on the **5th and 6th 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.

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.

  o Note that we will be running **parallel sessions** in various rooms on different floors of the Main Building and, in some cases, Aston Business School.

The main floors we will be using for **parallel sessions** in the Main Building are:
  o The Ground Floor
  o The 1st Floor (Only MB161B)
  o The 4th Floor.
  o The 7th Floor.
- The best lifts/elevators to access these floors would be the A and C lifts. 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.

The lecture rooms we will be using in Aston Business School are:
  o Susan Cadbury
  o Adrian Cadbury

- These rooms are located on the ground floor of Conference Aston, to the left of the entrance.

LOCATIONS: Aston University Main Building & Aston Business School

Aston University
Aston University
The Aston Triangle
Birmingham
B4 7ET

Aston Business School/Conference Aston:
Aston Business School
Aston Street
Birmingham
B4 7ET

DIRECTIONS

For directions on how to reach Aston University and Aston Business School/Conference Aston, 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**

  - **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 **08:30 AM** on the **5th of April** for delegates.

  - Coffee/Refreshment Breaks will be held in **G63** (the cloakroom/refreshment area) on the same floor as the upper foyer, in the Main Building.

  - During the **Lunch Break,** lunch will be served at the **Courtyard Restaurant** on the **ground floor** of **Conference Aston.**

    - **Lunch times:** 12:00– 1:00 PM on the 5th and 6th April.

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

Conference Dinner:

This year's Conference/Gala Dinner will be held at the **Birmingham Council House, Banqueting Suite**.

The address for the Birmingham Council House is:
>Council House
>Victoria Square
>Birmingham
>B1 1BB

The Council House is approximately a 20-minute walk from Aston University – delegates will be required to make their own way to the venue, but there **will be a group leaving from the Conference Aston Reception at 6:45 pm** if delegates would like to join them.

The **Drinks Reception** will start at **7 pm**, with **dinner** being served at **8 pm.**
You will be required to show your **Dinner Ticket** upon arrival at the Council House, so please ensure you keep it with you!

If you specified a dietary when you registered, then **you will need to pick up a dietary tent card** when you arrive at the Banqueting Suite, to put on your table for the waiters.

The dress code for the evening will be **smart casual/formal.**

There will be a paid bar available at the venue and the entertainment will be performed by the Neil McCracken Trio from the Birmingham Conservatoire.

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:

Please note there is no parking available at the Council House.

- 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 and videos 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 50TH 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