

The Theatre Conference 2025 will take place on Tuesday 24 June at Queen Elizabeth Festival Hall, Southbank Centre in London.

There will be a **Reception desk** to welcome all the guests and speakers into the building which starts from 9:30am.

There will be a **Foyer Area** with our sponsors tables, this area will also have catering tables offering beverages and a light breakfast. This will be the same area used for Lunch and the afternoon break.

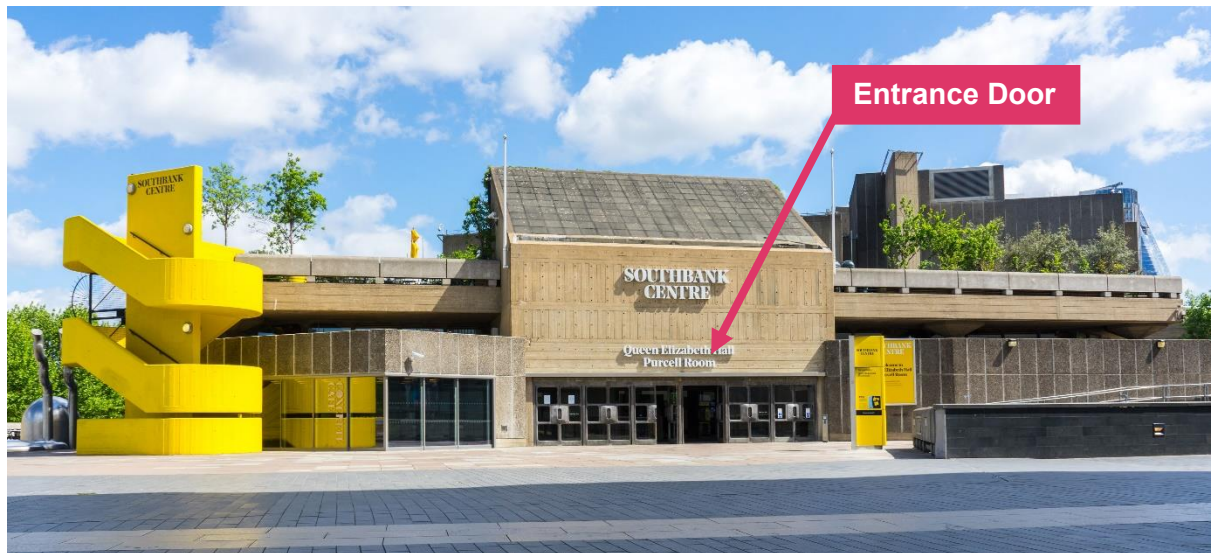
We have two main rooms for the conference sessions, the **Queen Elizabeth Hall (QEH)** and the **Purcell Room**.

If you need help or have any questions

Members of staff from SOLT & UK Theatre, who have arranged the day, will be wearing a [blue](#) lanyard. The badge will have their name on it. You can ask them about anything you like, and they will help you.

Entrance to the building

From the northbank, please enter the building through the Queen Elizabeth Hall entrance on the left-hand side of the Royal Festival Hall:



Registration

Please make your way to the QEH entrance (Level access guide below). At the entrance there will be tables with SOLT & UK Theatre staff behind them. Please go to the delegates table on the left hand side to register. They will ask you your name and tick your name off on the list of guests, to make sure you have arrived safely. You will be given a delegate badge and lanyard with your name and company on it.

If you have coats and bags to you would like to leave in the cloakroom, this will be available on the right hand side of the entrance and down a flight of stairs. You will be given a token to collect your bags at any time of the day. For those unable to go down the stairs we will have people readily available to help and assist with taking your belongs to the cloakroom and bringing back up your token. There will also be SOLT and UK Theatre staff with blue lanyards on the registration desk all day who will be able to assist with collecting your belongings when you are ready to leave.

In the **Foyer** will be our sponsor tables. There will be marketing banners around and people behind the tables ready to talk about their company.

There will be catering tables around where you can help yourself to hot and cold beverages as well as the selection of food throughout the allotted lunch, breaks and evening drinks reception.

This area is where people will network throughout the day. It will look similar to this.



Down the left-hand side of the foyer will be the Market Street. This will be our 3 Food and Beverage exhibitors. Opposite them are 6 booths with seating and a table. These are free to use throughout the day.

This year we have implemented a Buddy System to support those who may be coming to the conference alone or for the first time. We have suggested a meeting point area, on the left of the foyer entrance and past the bar. This meeting point will be sign posted and can be used by all delegates whether they are using the Buddy System or not.

At 11am we will ask everyone in the foyer to move to the **Queen Elizabeth Hall (QEH)**, which looks like this:



Though the seats have numbers on them, there is no allocated seating, and you can sit in any available seat. There will be a big screen on the stage as well as chairs for the speakers. The speakers will have microphones to ensure they can be heard in the hall.

After the Welcome and Opening Keynote speakers the conference sessions will start. There will be two sessions going on at the same time, one in the Queen Elizabeth Hall and one in the **Purcell Room**. The Purcell room is just to the right of the Foyer and will look like this:



When things will happen

Below is the time that things will happen throughout the day:

Please note: there will be several sessions happening throughout the day at the same times.

Morning

Foyer: Registration will start at 9:30am – 11am (1h:30 mins)

Foyer: Refreshments & Networking 9:30am – 11am (1h:30 mins)

Purcell Room: UK Theatre AGM 10am – 10:45am (45mins)

Queen Elizabeth Hall (QEH): Welcome from Co-CEOs 11am – 11:10am (10 mins)

QEH: Opening Keynote 11:10am – 11:40am (40 mins)

QEH:

Session 1 11:50am – 12:35pm (45 mins)

Purcell Room:

Session 2 11:50am – 12:35pm (45 mins)

Afternoon

Foyer: Lunch & Networking 12:35pm – 13:35pm (1h)

QEH:

Session 3 13:35pm – 14:20pm (45 mins)

Session 5 14:30pm – 15:15pm (50 mins)

Purcell Room:

Session 4 13:35am – 14:20pm (45 mins)

Session 6 14:30am – 15:15pm (50 mins)

Foyer: Break & Networking 15:15pm – 15:45pm (30 mins)

QEH:

Session 7 15:45pm – 16:30pm (45 mins)

Purcell Room:

Session 8 15:45am – 16:30pm (45 mins)

Evening

QEH: Closing Comments & Thanks 16:40pm – 16:55pm (15 mins)

Foyer: Networking Drinks 17:00pm – 20:00pm (3hrs)

People you will see

For each session there will be 3-5 people sitting on stage with microphones and a screen behind them.

For the welcoming speech at 11am you will see Claire Walker and Hannah Essex on stage. Claire has blonde hair and Hannah has brown hair. They are the joint Co-CEOs of SOLT & UK Theatre and they look like this:



Each session will have different speakers. All the speakers' biographies can be found on the conference app that we will be using throughout the day.

As well as seeing the speakers you will also be able to see a delegate list on the app, so you can search and see who else is attending the Theatre Conference. On the app you can also see photos of all SOLT & UK Theatre staff, so you know who to approach if you need anything on the day.

British Sign Language and Captioning

So that everyone can understand what is happening in the rooms, there will be two people in both the QEH and the Purcell Room who will be using sign language so that d/Deaf people can understand what the speakers are saying.

There will be big screens in the rooms that will show you what the session is about. Some sessions may have a PowerPoint slide and other may have some short videos. On these screens will also be writing to tell people what people are saying. This is called captioning.

The Southbank Centre provide hearing loops, and have Visitor Assistants who are specifically trained to support visitors who need them. Please ask on the registration desk should you need a hearing loop. Please see [QEH Hearing Assist](#).

If you use a wheelchair or have difficulty using stairs

Level access to the QEH can be provided via the glass lift on level 1 at the Royal Festival Hall from **10 am - 6 pm** on the day. To reach this entrance, enter the Royal Festival Hall via the Southbank Centre Square Doors. Take the JCB Glass Lift to Level 2 and exit to the Riverside Terrace. Turn right to find the Queen Elizabeth Hall main entrance.



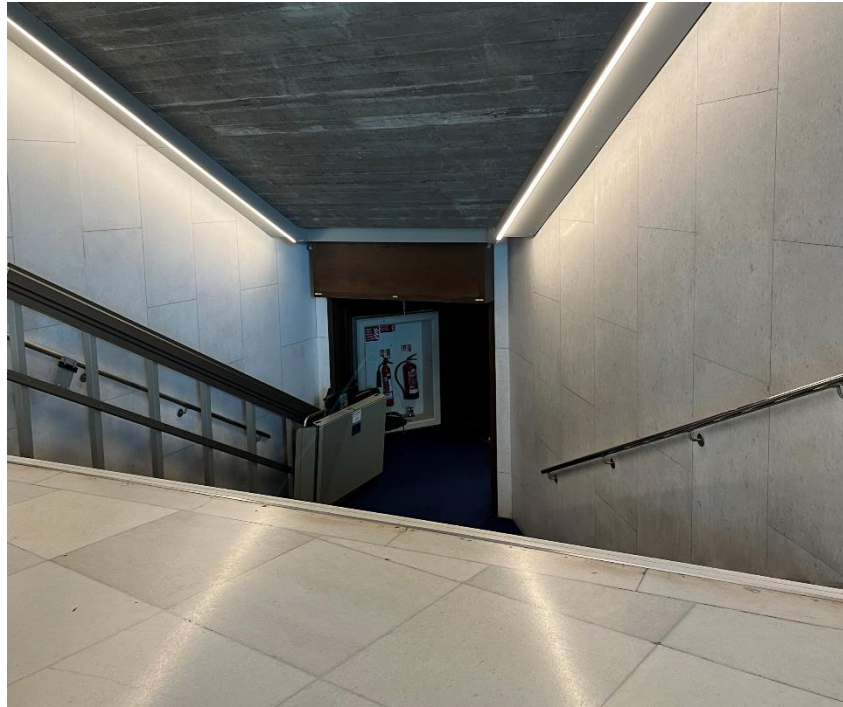
There is also level access to the Queen Elizabeth Hall via the external 24hr glass lift at the Royal Festival Hall Artist entrance on Southbank Centre Square. The lift will lead out to Mandela Walk. Continue straight when coming out the lift and take a right opposite Las Iguanas, you will see the Queen Elizabeth Hall entrance directly in front.

All speakers can access the QEH stage and backstage area from the QEH Artist Entrance at any time between **7 am - 9 pm** on the day.

There is level access to both the QEH and Purcell Room. The QEH has an access lift on both the right and left entrance. There will be a member of the Southbank staff available at all times to operate the lifts. We recommend going through the left entrance down past the members lounge as there will be less foot flow.

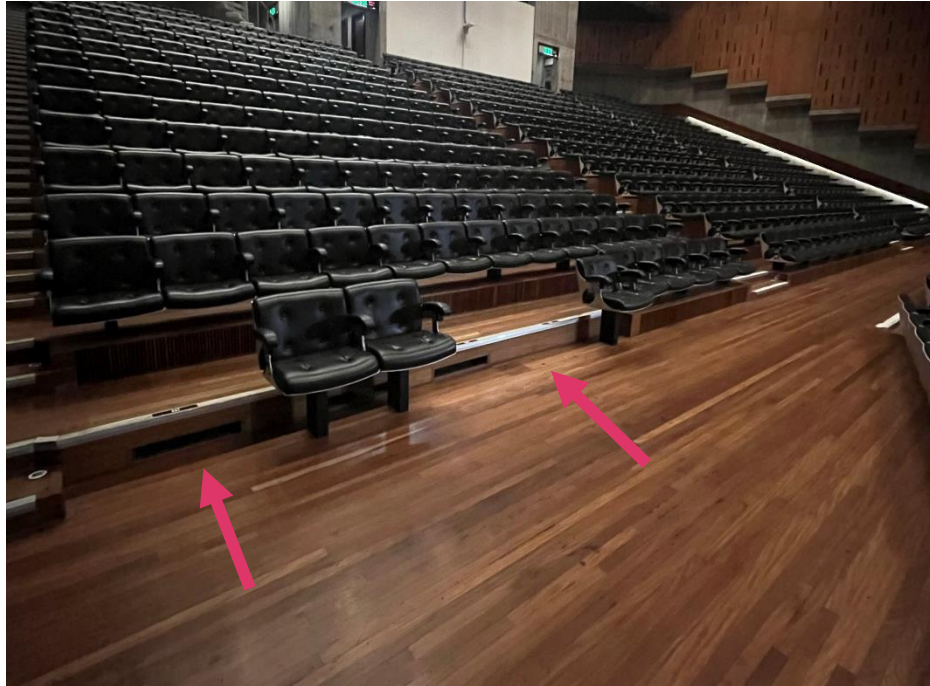
QEH Level access

Left Entrance



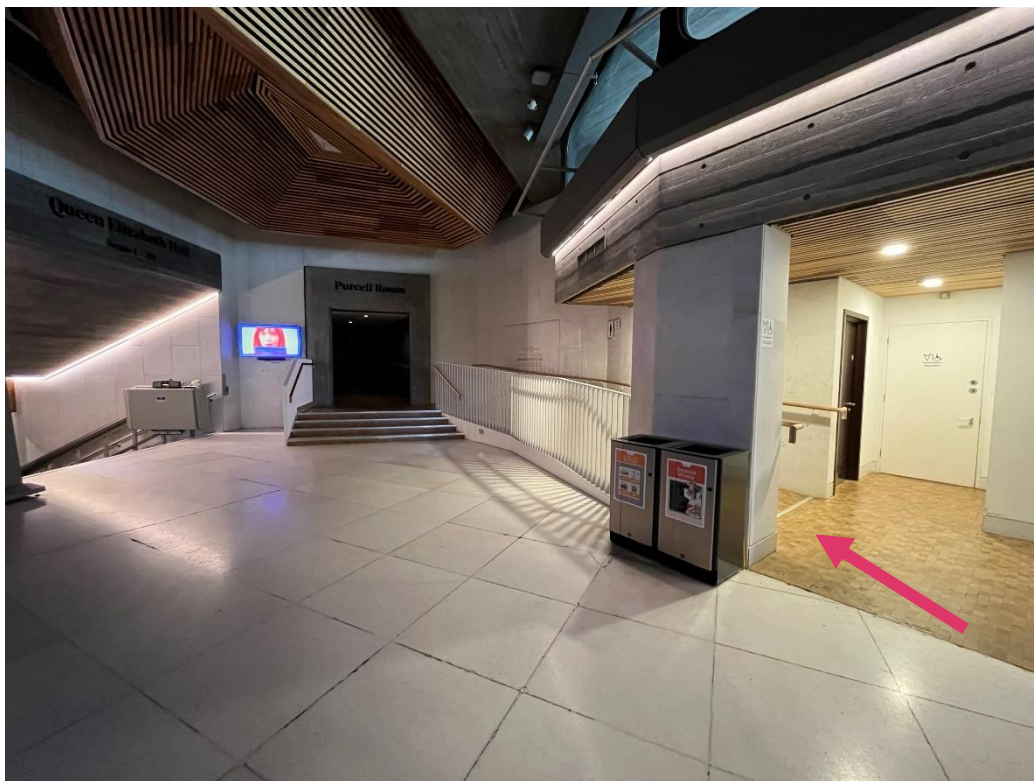
Right Entrance

From entering either of these lifts there will then be accessible seating in the QEH auditorium.

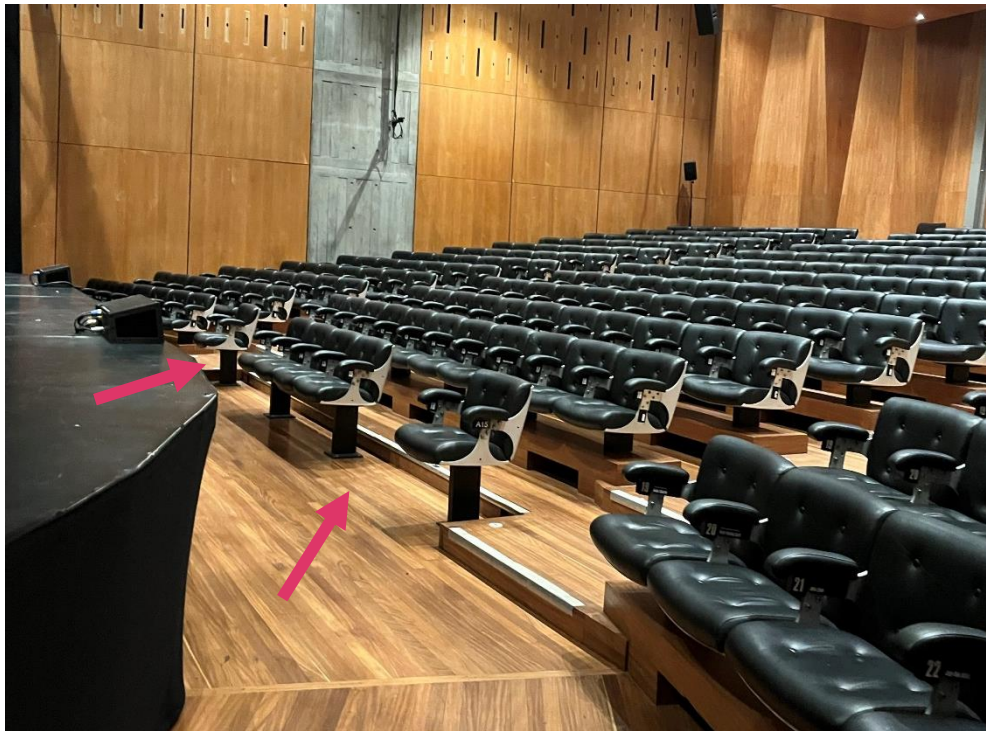


Purcell Room Level access

To enter the Purcell Room there is a ramp from the foyer that takes you into the main doors for the auditorium.



Once you have entered the Purcell Room auditorium there will be access seating available at the front.



Parking for blue badge holders

Blue Badge holders and those with access requirements can be dropped off on the Queen Elizabeth Hall slip road off Belvedere Road (the road between the Royal Festival Hall and the Hayward Gallery). To access our site by road, please approach via Chicheley Street and turn eastwards up Belvedere Road. There will be a barrier, please let the security know you are here for the Theatre Conference event.

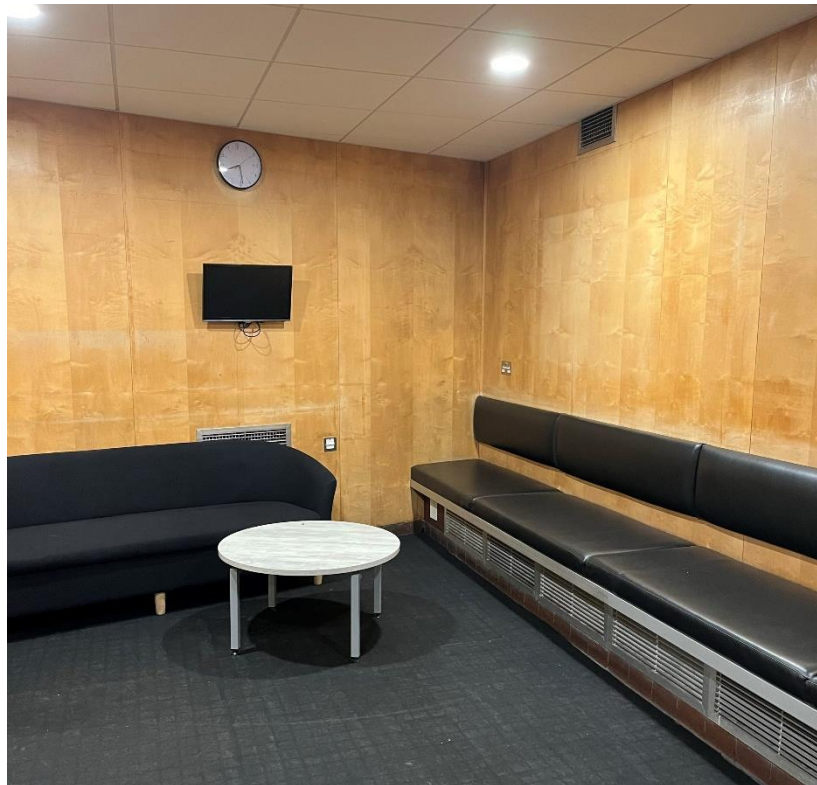


There are four Blue Badge parking spaces available for visitors, spaces are allocated on a first-come, first-served basis, and use of them is free. You are required to display your Blue Badge as you enter the site. Vehicles that do not display a Blue Badge are refused entry.

For those that have already informed us of needing a blue badge parking space we have passed on your information to the Southbank Centre. There are no events in the Royal Festival Hall on the day of the conference so we are hopeful the spaces will be available, alternatively the next closest Blue Badge parking is at the National Theatre.

If you feel like you would like to leave the busy room.

If at any time during the day you feel like you would like to be in a quiet space, you can leave and go to the quiet room. The designated quiet room is Dressing Room 9 (on QEH level 1). If you would like to go there at any time of the day please look for someone in a blue lanyard and they will help escort you there.



If you have any queries on the day please don't be afraid to find a member of staff who can help with any questions you may have. You will always be able to find someone on the registration desk.