



Dear Delegates,

In less than a week the **Community, Collaboration and Co-creation in Times of Crisis** conference at **Leeds Beckett University (LBU)** in the United Kingdom will start! We really hope you are looking forward to joining us at this year's ATLAS Annual Conference.

Address

Leeds Beckett University (LBU)

The conference will take place at the Headingley Campus
<https://www.leedsbeckett.ac.uk/>

How to get to Leeds Beckett University:
<https://www.leedsbeckett.ac.uk/our-university/our-campuses/getting-to-our-campuses/>

The registration desk for PhD students and the ATLAS Board meeting on Tuesday, and the Conference on Wednesday, Thursday and Friday morning will be in The James Graham Building Reception. The Reception desk on Tuesday evening for the Welcome Reception will be in the Carnegie School of Sport Building. Both will be signposted on campus.

PhD Seminar Tuesday

On Tuesday June 23 we will welcome the students of the PhD seminar at 9.00 at **Leeds Beckett University (LBU) – Headingley Campus**. The participating students will receive the necessary information separately before the conference.

Exact location: **Lecture Theatre D in the James Graham Building**

ATLAS Board Meeting Tuesday

At 15.00 we will welcome the ATLAS Board members in the **Leeds Beckett University (LBU) – Headingley Campus** and we will walk together to the Meeting Room.

Exact location: **The Board Room (CS114 in the Carnegie School of Sport Building)**

ATLAS Welcome Reception Tuesday

The ATLAS welcome reception will take place at the **Carnegie School of Sport Building**.

All delegates are welcome to join us at 18.00 to meet and register while enjoying a drink and hors d'oeuvre.

Exact location: **Reception and then the Roof Top in the Carnegie School of Sport Building**

Lunches

The lunches during the conference will be served at **The Jubilee Room**

Water fountains

There will be water fountains available at LBU. We recommend participants to bring their own bottle to refill.

Social program

On **Wednesday**, after the program, a campus **ghost tour** is organised. The first one starts at 17:45 and the second starts at 19:00. Please be aware there is only a limited number of places available. If you would like to take part in this tour, please send a message to Peter.Robinson@leedsbeckett.ac.uk. Peter will book participants on first come, first served basis.

The **conference dinner on Thursday** will take place at **the Mansion at Roundhay Park**. Coaches will be provided and will depart the Headingley Campus from the Bus Stop outside the Carnegie School of Sport Building at 17.30.

Dietary requirements

All food will be labelled accordingly for dietary requirements.

WIFI at the LBU Headingley Campus

Guest WIFI is available throughout – signs will provide this info during the conference.

Conference program

We have already sent you the **provisional** conference program. We do not expect major changes to occur, but small changes can still occur. We will not print the program, so if you would like to have a printed version, please print it yourselves. Before and during the conference the latest version of the program will also be available on the dedicated website and can also be accessed by using a QR code.

Session chairs

In the program we also included the session chairs. If you volunteered for this task, please check which session you are supposed to chair. The **instructions for the workshop chairs** can be found at the end of this letter.

Paper presenters

For those who will be presenting a paper, Power Point facilities (laptops and projectors) will be available in all rooms. Please bring your presentation on a USB stick and arrive a few minutes before the start of your session to upload your presentation in good time. The **instructions for paper presenters** can be found at the end of this letter.

Abstract book and Book of extended abstracts

We will **NOT** print the Abstract books in order to help reduce our environmental footprint and reduce waste. The **abstract book** and **the book of extended abstracts** can be found on the dedicated website, made available for conference delegates only. If you would like to have the books in paper format, we would ask you to print it yourselves.

Best paper presentation

Traditionally we ask all delegates to nominate a presenter in the workshop program who did an excellent job in presenting his/her paper. Forms are available at the conference desk and can also be returned there. The winner will be announced and honoured in the closing session.

QR Code

During the conference a QR code will be available. After scanning the QR code you will access a dedicated website, for delegates only, where you can find the most updated versions of:

- Conference program
- This final information letter for delegates
- Abstract book
- Book of extended abstracts
- ATLAS Reflections



The dedicated website can also be found here:

<https://atlas-euro.org/2026-6-leeds-information-for-delegates/>

Notice on conference photography and filming

Please be aware that the ATLAS / LBU team will be taking photographs and might film the conference. These photographs and films may be published, transmitted or broadcast in official ATLAS / LBU publications and publicity materials, including the ATLAS website, ATLAS Facebook, LinkedIn or YouTube account and may be circulated to the press and other broadcast media and internet sites for publication, transmission or broadcast. Please be aware that the images will be available in countries where there is no data protection legislation. If you do not wish to appear in any images captures, please let us know so we can take the appropriate steps to make sure you are not included. If you have any questions, please contact the ATLAS staff at the registration desk.

COVID-19

There are currently no Covid-19 measures in place in the United Kingdom. However, there are recommendations to limit the spread of the corona- and other viruses.



Wash
hands
regularly



Cough and
sneeze
into elbow



Avoid physical
contact and
handshakes



Complaints? Don't
come to the
conference and test

Emergencies

Only in case of emergency you can contact the conference crew by phone via the following number: +31-6-2397 2985.

For questions about conference issues, please ask these at the conference desk or contact admin@atlas-euro.org.

For any questions on the LBU campus you can reach our host Peter Robinson directly by e-mail Peter.Robinson@leedsbeckett.ac.uk.

Or (more difficult to be reached) by the office phone: +44-113 81 24497

We hope you will have a safe journey. We very much look forward to welcoming you in Leeds!

Best wishes,
The ATLAS-LBU Team ☺

Guidelines for session presenters



Timing

Each session presentation at the conference has been allocated 30 minutes, unless the session chair reports otherwise. This means 15 minutes for your presentation and 15 minutes for discussion. Please do not overrun the 15 minutes presentation, as this limits the time available for discussion and may limit the time available for the presentations that follow. Session chairs have been instructed to apply the 30 minutes time limits to all papers.

Format

Each session will include a discussion session, giving the audience time to react to the papers presented. In your presentation, please try to concentrate on the major issues which your paper raises, rather than the presentation or too much factual background. Delegates will be able to read this information for themselves either after the presentation or in the conference publication.

Audio-visual equipment

All session rooms are equipped with a computer and a projector to be used for Power Point presentations. Please bring your presentation on a USB stick and arrive a few minutes before the start of your session to upload your presentation in good time.

It is advised to also save your presentation as a PDF file. In case the platform at the laptops in the session rooms is different from the platform you are using, you can fall back on the PDF which can be used on both platforms (Android and Apple).

Publication of abstracts and extended abstracts/working papers

All abstracts and extended abstracts/working papers have been published in the abstract book and the book of extended abstract (with ISBN). These books in PDF are available ONLINE at the dedicated website for conference delegates only.

Full paper

The deadline for submitting your full paper is September 10th, 2026. The text should be as plain as possible, with a minimum of bold, italics or underlining. Please send your paper in WORD format to admin@atlas-euro.org.

Guidelines for session chairs



Each session presentation at the conference has been allocated 30 minutes, unless the session chair (you) reports otherwise, especially when there are too many presentations in the session.

Your task as chair will be to introduce the speakers, keep the presentations to the allotted time and to facilitate the discussion.

Each session presenter has been informed that they have 15 minutes to present in order to allow sufficient time for discussion. In practice many presentations will run over time, but you should warn people about the time at 15 minutes and then stop the presentation at 20 minutes if needed. This will ensure that there is sufficient time for discussion and will also prevent the later speakers in the session from losing presentation time. It is also important to keep the time in case delegates wish to move between sessions.

At the end of each presentation you should invite questions from the audience. Please have at least one question ready for the speaker in case none comes quickly from the participants. Once the first question has been asked, others will usually follow.

Please make sure to arrive a few minutes early if you can, in order to check if the equipment is working. If there are any problems with the equipment, there will be technicians / students on hand. Please report any problems to the conference desk.