

VENUE INFORMATION

Autscape will take place in Giggleswick School, Settle, North Yorkshire. This is Autscape's third time at Giggleswick, a boarding school which was established in 1499. The school has many buildings spread over the campus, but we will centre our activities around the classroom block, the theatre, Style common room and the Dutton Centre. (See map)

We will signpost the venue to help you find your way around, but if you find somewhere is not adequately signposted, please alert an organiser or use the 'action needed box' in the Information Centre to let us know. Remember the venue is also new to some of the organisers who may not be able to instantly answer your questions.

We have explained our communication badge system to the venue staff, so they will expect some people who prefer not to speak and instead use gestures such as pointing to indicate their needs, for example, their lunch choice. It is important to remember that the badge system is new to them; they may make mistakes. Please be patient.

Accommodation

We will be using the Nowell, Shute and Style boarding houses. Their doors are secured by PIN entry systems. Please do not share your house's PIN code with anyone who is not staying in your house. Of course, you can invite a friend to join you in your room or in your house's common area, but please have them come in with you and don't give them your PIN.

The bedroom doors do not lock. The bedrooms do have lockers, but you will need to bring your own padlock if you want to use them. You may also wish to bring a torch (flashlight) or lamp. While all the rooms have ceiling lights they do not have bedside lamps.

To avoid unwelcome intrusions, bedrooms will not be cleaned during Autscape. However, communal areas will be cleaned. Please leave bins outside your door in the morning if they need emptying.

Each boarding house has its own communal bathrooms. You must bring your own towels.

Buildings and grounds

The presentations will take place in the Theatre which is about five minutes walk from the dining room. Classrooms will be used for discussions and other activities requiring smaller rooms.

Evening activities will also take place in Style Common room and on Wednesday we will also be using the Dutton centre which also houses the table tennis facilities.

The grounds include courtyards, lawns, gardens, picnic tables and playing fields. However, please note that the venue has asked us not to walk on the lawn by the headmaster's house.

Escapes

- **Quiet room:** There will be a designated quiet room where you can go to relax and 'chill out' if things are getting too much. No interaction or unnecessary noise is permitted in the quiet room and there will be some quiet sensory equipment in this room to help you relax.

- **Sensory room:** There will be a room which contains some sensory equipment Autscope has purchased. Please treat the equipment with respect and do not take it out of the room. If you need help with any of the equipment, in particular the projector please ask at the info desk for somebody to give you a hand. If you use the projector on quick speed please slow it down before leaving the room. We do not expect the sensory room to always be a quiet escape, but it is likely to have designated times for silence and noisy activity.

Local area

The venue is in Giggleswick village. The town of Settle is just over a mile away. There are shops in both Giggleswick and Settle and a swimming pool at Settle. Giggleswick is a quiet village, so please avoid being a noise nuisance to the villagers if you venture off site.

SERVICES

Information Centre

The Information Centre is located in the classroom block; it's the first room on the right when you enter. The information centre will be open from 9.00am to 11.00pm. There, you will be able to:

- Ask questions of Autscope organisers on duty (see below for more information)
- Get a spare clip and pin to attach your badge
- Find schedules of activities, or propose new activities when there are open spaces
- Find information about home groups and interest groups, including when and where they meet

Organisers on duty

We recognise that things go wrong for all of us from time to time. If you have queries or problems or need help understanding something, you can ask one of the organisers on duty. The people on duty will wear a blue initiation badge and a blue jacket, armband, sash or hat, so that you can identify them.

Info desk - If possible bring your query or problem to the organisers at the info desk in the information centre.

The info desk should be manned between

09.00 - 13.00

14.00 - 18.00

19.00 - 23.00

Between midnight and 8am, the people on duty will be asleep, so please only contact them at these times if it is very important. You will find details of who to contact and how to find them displayed in your boarding house.

Whenever possible, **please allow organisers who are not on duty to have a rest**; come to one of the organisers on duty with your concerns. Yellow and red initiation badges must be respected, even when worn by an organiser.

Alternative ways of contacting an organiser

Action needed box - If you are not comfortable approaching an organiser for help, you may leave a note in the 'action needed' box which will be in the Information Centre. This box will be checked on a regular basis and the concerns acted on. If you need a personal reply, please be sure to identify yourself. Write as neatly as possible. If we can't read it, we can't help you.

Email info@autscape.org - you can also email the organisers and somebody will reply to you as soon as possible.

Food service

Autscape registration includes three meals per day for those staying on site, two meals (lunch and supper) for those staying elsewhere and one meal (lunch) for those on a Taster day.

The menu is available on the website and located around the venue so you can see what is available in advance.

Meals are served cafeteria style, with a queue and servers, in a communal dining hall. That part is not very autism friendly, but once you have your meal you may take it outside or to the **Quiet Dining Room**. This is in the Hudson room, a smaller dining room located off the dining hall foyer and it will also have a '**no interaction**' table; this table will be marked by a red sign.

Some tables will be marked as **Topic tables or Interaction tables**. These are designed to assist people who want to interact over meals.

We will be sharing the dining room with a small number of students who will have designated tables at the far end of the dining room.

No food or drink other than water may be taken into the meeting rooms. Please return any dishes you remove from the main dining room.

Mealtimes

Breakfast	08.30
Lunch	13.00
Dinner	18.00

Food will be only served for a limited time (about an hour, depending on demand), so please don't arrive too late.

There are half hour tea/coffee breaks at **10:45 and 15:30**.

Phone and Internet access

Internet access is censored, because the venue is a school and they have to follow strict rules. Facebook and social networking sites should be ok.

Because the buildings are made of stone, coverage will be patchy, so you may need to walk around to find a good signal. Bedrooms are unlikely to have a signal. Please consider helping us out by recording the best places for a Wifi signal in the Information Centre.

Mobile coverage indoors is poor; mobile phones are best used outside. Pay phones are also available.

Merchandise

AutscapE will have some merchandise for sale, such as T-shirts and sensory and light up toys. We can take UK cheques or cash. Proceeds from sale go towards keeping the costs of AutscapE as low as possible.

Tuck Shop

We will also have a small tuck shop where you can buy snacks and soft drinks. There will also be a small selection of toiletries and other useful items available to buy.

Crèche

The creche will be available from

09.15 - 13.15

15.45 - 18.15.

Between **14.00 and 15.30** creche staff will be on hand to help children access leisure activities.

The creche is located in the Pavilion, beyond the dining hall.

HOUSE RULES

Please help us by following these house rules and the guidelines that follow.

- **Venue:** Do not open fire doors (unless there's a fire); they are alarmed. Only water may be consumed in the meeting rooms; don't eat or drink anything else there. Leave all equipment (including AutscapE's sensory toys) in the room in which you found it. Please don't walk on the headmaster's lawn.
- **Accommodation:** Bedrooms are a haven. Never enter someone else's bedroom unless you're specifically invited. Day boarders have access to communal areas in their boarding house only.
- **Alcohol:** The venue does not have a bar. You may bring your own alcohol if you like, however you may not sell or purchase alcohol on the premises. Consumption in the evenings and in the lounge area (Dutton or Style common room) only.
- **Smoking:** There is absolutely no smoking permitted on the campus, indoors or out. This includes e-cigarettes. Smokers must go off campus to smoke. Please be aware of smoke smells on hands, hair and clothing, which may be distressing to other participants.
- **Electric devices:** For devices that you bring, only ordinary low-power equipment (\pm 500 watts or less) is allowed, such as phones or laptop computers; anything higher powered, such as hair dryers or kettles, are not allowed for safety and insurance reasons. The venue asks that you inspect your equipment for damage and modifications before use.
- **Sprays:** Aerosol sprays are **not permitted**; the fire alarm is very sensitive and may be triggered by these sprays.

- **Noise:** Some Autscope participants are very sensitive to noise. Please be considerate of others when engaging in noisy activities such as talking, playing instruments, closing doors or showering. Try to limit or avoid these activities in places and times where they may be a nuisance to others. Please refrain from talking in the corridors outside bedrooms at all times and keep voices low outdoors after 10pm.
- **Questions and complaints:** Please talk to Autscope organisers, not venue staff.
- **Consideration:** You must respect initiation badges, noise level signs, and sensory sensitivities of other participants, as described in the next section.

There will be a system to indicate the allowed noise level in some areas. Some areas will always be a particular colour, while others will vary according to the activity and time.

Type	Colour	Description
Silent	Red	No interaction or unnecessary noise in this area.
Moderate	Yellow	Talking allowed, but please refrain from shouting. No sound amplifiers, musical instruments or stereos.
Noisy	Green	Music, films or other loud activity taking place

Some areas will always be a particular colour, while others will vary according to the activity and time.

Social interaction

There is no requirement to socialise at all, and there will be no disapproval of those who choose not to interact with others.

Initiation badges

Everyone will be provided with coloured badges they can use to indicate who may initiate social interaction with them. You are not required to use the badges, but you must respect those of others.

Type	Colour	Description
No initiation	Red	Please do not initiate any interaction with me
Prior permission	Yellow	Please do not initiate unless I have already given you permission to approach me on a yellow badge.
Please initiate	Green	I would like to socialise, but I have difficulty initiating. Please initiate with me.
Neutral	White (or no badge)	I am able to regulate my own interaction.
Organiser	Blue	I am an organiser on duty, available for questions

- ★ Orange star: People who like to be hugged or touched will be wearing an orange star on their initiation badge. This does not negate the rule to get permission before touching anyone (see below under “Sensory considerations”), however, a star means you should feel free to ask.

Please very careful not to put people without orange stars on the spot when it comes to asking for hugs or touch. If someone is not wearing an orange star, err on the side of not asking.

- Black circle: People who do not wish to be photographed or filmed under any circumstances will be wearing a black circle on their initiation badge.

Make very sure to not include any part of them in photographs or films. For those without a black circle, permission must be sought from every individual in a photograph before any publication.

Sensory issues

Sensory issues, and mechanisms to reduce them, will be common and totally acceptable. No one will think it odd or cause you any difficulty for wearing sunglasses, earplugs, headphones or whatever you may require. Unfortunately, some of the rooms do have fluorescent lighting, but we will keep its use to a minimum.

While you are welcome to have 'stim toys', such as something to fiddle with or lights to look at, please be aware that some people find these very distracting. It will be less disruptive to others if you could try to sit near the back or sides of the room when using these in presentations.

Sensory considerations for other participants

Because many autistic people have particular sensory sensitivities, we have a few special rules to avoid inadvertently causing distress.

- **Touch:** Some autistics are very sensitive to touch. Please do not touch anyone without first asking their permission – including children. Those who are willing to be asked for touch (e.g. hugs) will be wearing an orange star on their initiation badge.
- **Noise:** Please be aware of people trying to rest, and keep noise to a minimum near bedrooms and the quiet room, both indoors and outside the windows. Please respect noise level signs posted on doors. If you have noisy stims or tics, try to contain them during presentations. If this is likely to be a problem for you, please discuss it with us. Please keep noise levels to a minimum after dark as it could prevent other participants from sleeping.
- **Lights:** Before using a camera flash, you must gain the permission of everyone in the room. Under most circumstances, flashing light 'stim toys' are not a problem. However, they may be disturbing to some people, so please be respectful of that. Presenters may ask for flashing lights not to be used during their presentations.
- **Smells:** Please do not wear strongly scented products at Autscope. If you smoke or drink alcohol, be aware that others may find this aversive. We recommend you wash your hands immediately after smoking and try not to get too close to others until the smell has dissipated.

MISCELLANEOUS

Documenting Autscope

We understand that you might want to record or document your experience of Autscope and sometimes share things publicly, including online, either during conference or afterwards. But please remember that part of the success of Autscope lies in the fact that people are able to relax and be themselves for a few days. Be mindful of how you might record others. Not everybody who

comes to Autscope may identify as being autistic in everyday life and many others have exposure anxiety.

Please make sure that any photographs you publish and videos or recordings you make available, including those taken using a smartphone or tablet computer, have the permission from everybody included. Be especially careful not to include anyone wearing the black circle symbol.

The board are always interested in receiving feedback from Autscope participants, so if you want to show us your published work, blog, YouTube video or anything else, please let us know about it by e-mailing info@autscope.org.

Getting involved: Annual General Meeting (AGM)

Autscope's AGM will be on the last day of Autscope. A discussion session where people can make suggestions and ask questions to the board and the organisers starts at 09.30; the official AGM starts at 10.00 Location: theatre. If you want to have a say in how Autscope is organised, make sure you join in the AGM! This year, three new directors are up for election and three current directors are up for re-election.

If you would like to help organise the next Autscope in a way that is less commitment heavy than joining the board, you can always join one of the subcommittees and working groups. Check on the website or ask an organiser on duty if you are unsure of how to do this.

Also, at Autscope itself we need a number of volunteers to help with collecting questions at presentations, setting up rooms and various other tasks. If you would like to volunteer, please let us know before or during Autscope.