

Information for Delegates

Venue and Location

The venue for the 2003 conference, Heriot-Watt University (www.eccscotland.com), is situated amidst beautiful landscaped parklands six miles south-west of the centre of Edinburgh, Scotland's vibrant capital city. The campus is very compact and delegates will have only a short walk to their accommodation. Leaflets on various aspects of the Riccarton campus (Tree Trail, Sculpture Trail, Bird Trail and Historic Garden Trail) are available at the Conference Centre Reception.

The conference and exhibition will take place in the James Watt Centre, although certain workshops and briefing sessions will be held in other buildings close by. The James Watt Centre is designated as a non-smoking area.

Accommodation

As explained on the booking form not all of the rooms on campus are en suite and accommodation has therefore been allocated on a precise 'first come, first served' basis. All rooms are supplied with towels, bed linen, kettles and complimentary toiletries. Delegates are requested to refrain from smoking in their rooms. Irons and ironing boards are provided in the halls of residence. Launderette facilities are also available on campus.

Delegates should book into their accommodation at Visitor Reception in the James Watt Centre. Keys will be available for collection from 14.00 onwards on the day of arrival, although on Monday some rooms may be ready by 13.00. Luggage may be left temporarily in the baggage room at Visitor Reception.

Delegates are asked to vacate their rooms by 10.00 on the morning of departure, with luggage arrangements as above. Please remember to return your room keys.

Travel

For details of how to get to Heriot-Watt University please refer to the enclosed sheet entitled 'How to get to Riccarton Campus'. If travelling by car please park in the main Visitor Car Park situated to the right of the main avenue leading into the campus.

A courtesy bus service will operate on Wednesday 9 April to take delegates from Riccarton Campus to Edinburgh Waverley station, after the end of the conference, between 13.00 and 14.00.

Registration/UKSG Conference Desk

Registration will take place on Monday morning from 10.00 at the James Watt Centre I desk. At lunchtime on Monday the UKSG Conference Desk will transfer to the circular desk near to the exhibition hall entrance in James Watt Centre II. The conference notice boards will also be located in this area.

The UKSG Conference Desk can receive calls on +44 (0)131 451 8122 between 09.00 and 17.30. In an emergency, outside these hours, the Conference Centre Reception can be contacted on +44 (0)131 451 3501 until 23.00 and on +44 (0)131 451 2222 after 23.00. Faxes can be received at the UKSG Conference Desk on +44 (0)131 451 8100.

Telephones/Fax/E-mail

In order to activate the telephone in your accommodation please purchase a phone card from the Conference Centre Reception. Limited access to fax and e-mail facilities will be provided for which a charge will be made. Please enquire at the UKSG Conference Desk about these services.

Plenary and Concurrent Sessions

All the plenary sessions and Concurrent Session 1 will be held in the Main Auditorium. Concurrent Session 2 will take place in Lecture Theatre 1.

Workshops and Briefing Sessions

Workshops and briefing sessions will take place on Monday afternoon at 14.30, on Tuesday afternoon at 14.00 and on Wednesday morning at 10.30. They will be held in a variety of rooms in and near to the James Watt Centre. Please check the notice boards for the locations of the sessions you have selected.

Informal Meetings and Receptions

We are offering a 1-hour session on Tuesday 8 April from 17.00 -18.00 for any organisation to host a meeting or reception. Please sign up on the notice boards on Monday for the session you wish to attend in order to give the hosts an idea of attendance numbers. Please contact Alison Whitehorn if you would like to book a host room.

Exhibition

The trade exhibition is staged in James Watt Centre II as an integral part of the conference. Opening times are as follows:

Monday: 10.00-18.00 Tuesday: 09.00-17.00 Wednesday: 09.00-13.00

Badges

Delegates will be provided with badges which should be worn during the day throughout the conference. Blue spots on badges denote UKSG Committee members, red spots denote speakers and workshop/briefing session leaders. It would be greatly appreciated if delegates could return their badges to the UKSG Conference Desk before departure.

Catering

For delegates arriving on Sunday who choose not to join the trip into central Edinburgh the Middle Floor Dining Room in the Hugh Nisbet Building will be open from 18.00 to 20.00, and prior to this for snacks and coffee.

Breakfasts for all residential delegates will be self-service in the Middle Floor Dining Room.

All lunches and refreshment breaks will be catered for in the exhibition hall. The bar in James Watt Centre II, which also serves tea and coffee, will be open on Monday, Tuesday and Wednesday from 11.00 to 14.00.

Monday night dinner will be served in the Middle Floor Dining Room. The Conference Dinner on Tuesday night will be held at Prestonfield House in Edinburgh.

The Microbyte (a self-service cafeteria where smoking is permitted) on the Lower Floor of the Hugh Nisbet Building opens from Monday to Friday between 08.30 and 17.00. The Lectern Bar, which serves bar meals and sandwiches, is also open from 11.30 to 14.00 and then from 17.00 to 23.00 Monday to Friday.

Entertainment

Please refer to the enclosed sheet which outlines the entertainment organised for the conference.

UKSG Annual General Meeting

Delegates from member organisations of the UKSG are encouraged to attend the AGM which will take place at 12.15 on Tuesday 8 April in the Main Auditorium. Non-members are welcome to attend as observers.

Heriot-Watt University Library

The University Librarian has kindly offered delegates access to the Library during their stay on campus. Please wear your delegate badges when you visit.

Other Campus Facilities

General Store:	Monday to Friday	08.00 – 18.00
	Saturday/Sunday	08.00 – 14.00
Bookshop:	Monday to Friday	09.00 – 17.00
Hairdresser:	Monday to Friday	09.00 – 17.00
Royal Bank of Scotland:	Monday to Friday	09.30 – 15.30 (Wednesday opening 10.00)
Cash Machines:	There are two 24-hour cash machines on campus which accept a wide variety of cards.	
Medical Centre:	Doctor (Monday to Friday)	08.30 – 18.00
	Dentist (Monday to Friday)	08.30 – 12.30 then 13.30 – 16.30
	(Overseas visitors will be charged for medical consultations unless they can produce a National Health Service card.)	
Sports Centre (no pool):	Monday to Friday	09.00 – 21.15
	Saturday/Sunday	09.00 – 16.15
Chaplaincy:	Visitors are welcome to use the chaplaincy on campus during their stay.	

Security and Safety

Please ensure that you always lock your room, as the University and the UKSG cannot accept responsibility for delegates' personal belongings. A limited number of safety deposit boxes for the storage of valuables are available at the Conference Centre Reception. Please also read the fire regulation notices in your room.

Tourist Information

An Edinburgh Guide Map is enclosed with your booking confirmation. For further information please refer to the Edinburgh and Lothians Tourist Board website (www.edinburgh.org).

Cancellations

It is recognised that unforeseen circumstances may necessitate a cancellation. Our policy on cancellations is: received by 12 March – full refund; received between 13 and 21 March – 50% refund; received after 21 March – no refund.

Booking Queries

If you have any questions about your booking please contact:

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