

Information for Delegates

Venue and Location

The venue for the 2005 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

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 and James Watt Centre Reception, tel. ext. 3501, can advise on the locations of the nearest facility to your room. 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. 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 to James Watt Centre Reception straight away.

Travel

For details of how to get to Heriot-Watt University please refer to the enclosed sheet entitled 'How to get to Edinburgh 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.

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 3176 on Monday 11 April between 09.00 and 14.00. The Conference Desk will then move to +44 (0)131 451 8122 until 17.30 on Monday. This desk will then be manned from 09.00 until 17.30 on the Tuesday, and from 09.00 until the close of conference on the Wednesday. 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 8124.

Telephones/Fax/E-mail

In order to activate the telephone in your accommodation please purchase a phone card from the Conference Centre Reception or General Store. For those bringing their own laptop with modem, internet access is available in the accommodation. This can be accessed by purchasing a 'MyInternetPass.com' card from the General Store, (please see separate note for further details). Limited access to fax and e-mail facilities will be provided during conference hours. Please enquire at the UKSG Conference Desk about these services. For further information about telephone and internet access in the bedrooms, please see the Document '[Telephone and Internet Service](#)'

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 14.00, 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 12 April from 17.00 -18.00 for any organisation to host a meeting or reception. Please contact Alison Whitehorn if you would like to book a host room – Alison@uksg.org.

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 must 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 have booked Dinner, Bed and Breakfast, there is a reception in the James Watt Centre at 19.30, followed by a buffet dinner with a cash bar. The Middle Floor Dining Room in the Hugh Nisbet Building will also 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 and Tuesday from 11.00 to 15.00, and on Wednesday until 14.00.

The Conference Dinner on Monday night will be held in the National Museums of Scotland in Edinburgh. Tuesday night dinner will be served in the Middle Floor Dining Room.

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 16.00. Café Brio on the middle floor is available Monday to Friday between 09.00 and 17.00. The Lectern Bar, which serves bar meals and sandwiches, is also open from 11.00 to 14.00 and then from 17.00 to 23.00 Monday to Friday.

Entertainment

Sunday 10 April

For early arrivals our informal Sunday evening gathering will take place on campus, giving those arriving during the later part of the day the opportunity to join us. A running buffet will be served from 20.00 to 21.30 in the James Watt Centre II, with a cash bar open from 19.00 to 23.00.

Monday 11 April

The Conference Dinner will be held at the National Museums of Scotland in central Edinburgh. The evening will commence with a drinks reception in the Early People Gallery and Hawthornden Court in the Museum of Scotland, when there will also be an opportunity to visit the Museum Shop. Dinner will be served in the magnificent Main Hall of the Royal Museum. We will be back on campus by 23.00 and, for those who love to boogie, there will be a disco and bar in the Middle Floor Dining Room until 01.00.

Coaches:

Heriot-Watt campus to National Museums of Scotland	19.00
National Museums of Scotland to Heriot-Watt campus	22.15

Tuesday 12 April

An informal drinks reception in the exhibition hall in the James Watt Centre II at 18.00 will be followed by dinner in the Middle Floor Dining Room at 19.00. (Please note that wine will be provided on the table and will also be available for purchase - cash only - at the bar, together with bottled beers and spirits.) Entertainment for the evening is based on campus and will kick off after dinner with the ever-popular UKSG quiz. (Full details of how to take part will be displayed on the notice boards.) A disco follows until 01.00 with the bar also open until 01.00.

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 12 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	08.00 – 14.00
	Sunday	08.30 – 14.00
Bookshop:	Monday to Friday	09.00 – 17.00
Hairdresser:	Monday to Friday	09.30 – 17.00
Royal Bank of Scotland:	Monday to Friday	09.15 – 16.45 (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 Tel. 0131 451 3010 Dentist(Monday to Friday) available either a.m. or p.m. daily Tel. 0131 451 3088 (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. University security staff and a member of staff trained in first aid are available at James Watt Centre Reception 24 hours (tel. ext. 3501).

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: closing date for receipt of bookings is 14 March 2005. Cancellations received after 21 March 2005 – no refund.

Booking Queries

If you have any questions about your booking please contact:

Karen Sadler, UKSG Administrator

15a Stile Road, Headington, Oxford OX3 8AG UK

Tel.: +44 (0)1865 744279 Fax: +44 (0)1865 742164 E-mail: Karen@uksg.org