

# PRE-CONFERENCE INFORMATION

## IASCL 2008

### CONFERENCE VENUE

The IASCL 2008 conference will be held at the University of Edinburgh. The registration desk is located in the David Hume Tower.

University of Edinburgh  
David Hume Tower  
George Square  
Edinburgh  
EH8 9LX  
Web: [www.ed.ac.uk](http://www.ed.ac.uk)

If you require further information about Edinburgh and for maps, please visit the tourist website at [www.visitscotland.com](http://www.visitscotland.com).

### REGISTRATION

On arrival at the University of Edinburgh, please make your way to the IASCL Registration Desk which is located at the David Hume Tower Basement on Sunday 27<sup>th</sup> July and Monday 28<sup>th</sup> July. Please be aware that from Tuesday 29<sup>th</sup> July onwards the IASCL Registration Desk will be located at the David Hume Ground Floor Reception area. You will be given your conference badge (which you should wear at all times), accompanying persons' badge(s), tickets for any excursions you have booked, and tickets for the evening social events. Please note that you should bring your tickets to each event in order to gain entry. You will also receive a conference bag, which will contain the Conference Handbook that includes the final programme, general information and abstracts.

#### The Registration Desk will be open at the following times:

Sunday 27 <sup>th</sup> July	14.00 – 17.00hrs
Monday 28 <sup>th</sup> July	07.30 – 18.30hrs
Tuesday 29 <sup>th</sup> July	08.30 – 18.30hrs
Wednesday 30 <sup>th</sup> July	08.30 – 18.30hrs
Thursday 31 <sup>st</sup> July	08.00 – 18.30hrs
Friday 01 <sup>st</sup> August	08.30 – 18.30hrs

### GETTING TO EDINBURGH AND THE UNIVERSITY OF EDINBURGH

The University of Edinburgh is located in George Square within walking distance from the Castle and the city centre.

Edinburgh's mainline station, Waverley - at the East End of Princes Street, is about a ten-minute walk. For those driving there are car parks close to either end of Princes Street - at the East End at the St James Centre and at the West End, Castle Terrace.

#### By Air

Edinburgh International Airport - Telephone: +44 (0) 131 333 1000  
Glasgow International Airport - Telephone: + 44 (0) 141 887 1111  
Glasgow Prestwick Airport - Telephone: + 44 (0) 871 223 0700

Edinburgh Airport is a 20 – 40 minute taxi journey from the City Centre, depending on traffic. The cost will be approximately £20. Alternatively, there is a regular coach service from the airport to the city centre (Waverley Station). The cost for a single journey is £3 and a return journey is £5.

There are two airports that serve Glasgow, Glasgow International and Glasgow Prestwick. Glasgow International Airport is approximately one hour and thirty minutes drive from

Edinburgh. A taxi-ride to Edinburgh can be expensive (approximately £70) and we would recommend taking a taxi from the airport to Glasgow Queen Street Railway Station, where there is a regular train service to Edinburgh Waverley Station. The journey time is approximately 45 minutes and trains depart every 15 minutes, depending on the time of day.

Glasgow Prestwick Airport is situated a further 32 miles outside Glasgow. It has its own railway station which will take you to Glasgow Queen Street railway station.

### **By Rail**

National Rail Enquiry Service (24 hours) - Telephone: 08457 484950

The mainline rail network serves the centre of Edinburgh via two railway stations. Edinburgh Waverley (main station) is situated at the east end of Princes Street, and Haymarket Station, at the west end of Princes Street. A taxi from Edinburgh Waverley to the venue will cost around £5.

### **By Bus**

National Express - Telephone: 08705 808080

All national coach services to Edinburgh arrive close to St Andrew's Square situated at the east end of Princes Street.

### **By Local Bus**

Traveline - Telephone: 0800 23 23 23

For information on local bus routes and times, call Traveline for local travel information for bus and rail services to Edinburgh and surrounding areas.

Public transport throughout Edinburgh is of a high quality and inexpensive to use. There are frequent bus services with local bus companies, however tickets are not interchangeable. Tickets for single journeys and day tickets can be purchased on the bus. Exact fare of £1.10 and up is normally required. Bus schedules are subject to change and enquiries should be made to Lothian Region Transport prior to your journey at 0131-555-6363 or on their website at. [www.lothianbuses.co.uk](http://www.lothianbuses.co.uk).

### **By Taxi**

Central Radio Cabs - Telephone: 0131 229 2468

City Cabs -Telephone: 0131 228 1211

Taxis can be booked by calling any of the above numbers; these companies are two of the largest fleets in Edinburgh. There are also taxi ranks situated in the centre of Edinburgh on Frederick Street, Hanover Street and George Street. These are all within a 20 minute walking distance of the venue. Closer to the venue there are taxi ranks at Nicolson Square, a 5 minute walking distance of the venue.

## **HOTEL ACCOMMODATION**

If you have made a reservation at The Radisson or Ibis Hotels and you need to make any changes to your accommodation please contact the hotel directly and **not** In Conference.

<b>Name</b>	<b>Check In</b>	<b>Check Out</b>	<b>Contact info</b>
Radisson Edinburgh	14.00hrs	12.00hrs	+44 (0)131 473 6590 <a href="http://www.ibishotel.com">www.ibishotel.com</a>
Ibis Edinburgh	13.00hrs	12.00hrs	+44 (0)131 240 7000 <a href="http://www.edinburgh.radissonsas.com">www.edinburgh.radissonsas.com</a>

### **Tourist Information**

Please visit the following websites for information on what you and your guests can see and do during your stay in Edinburgh:

<http://www.visitscotland.com>

<http://www.edinburgh.org>

<http://www.edinburghtour.com>

## **SOCIAL PROGRAMME**

Admission to all events is by ticket only. Tickets will be given to you in your registration envelope. **Tickets must be booked in advance.**

### **MONDAY 28<sup>th</sup> JULY**

#### **Welcome Reception, the National Museum of Scotland 19.00 – 21.00**

The Welcome Reception will be held in Hawthornden Court and the adjoining Kingdom of the Scots Gallery at the National Museum of Scotland. Drinks and canapes will be served. The event is open to all delegates and is included in the registration fee. The museum is about a 10-minute walk from the conference venue. **Please do not bring any luggage or delegate bags if possible as limited cloakroom space is available.**

### **WEDNESDAY 30<sup>th</sup> JULY**

**Half Day Tours: All tours will leave from outside the William Robertson Building. Please ensure that you are ready for 14.45hrs.**

#### **Edinburgh City Tour – Wednesday 30th July, 14.45hrs – 17.00hrs**

From the comfort of a touring coach discover the history and beauty of Edinburgh. Start the tour visiting the Georgian New Town, with its sweeping crescents and terraces. Then move on to the historic Royal Mile with its enchanting wynds and closes. A visit to Edinburgh Castle affords wonderful panoramic views of the city skyline along with the chance to see the 'Honours of Scotland' – Scotland's Crown Jewels.

#### **Malt Whisky Tour – Wednesday 30th July, 14.45hrs – 17.00hrs**

From Edinburgh you will travel southwards to the pretty village of Pencaitland where we visit Glenkinchie Malt whisky distillery. After a tour of the distillery there is a 'wee dram' to sample a taste of the finished article, before having the chance to shop in the specialist whisky shop.

#### **Edinburgh Old Town Walking Tour – Wednesday 30th July, 14.45hrs – 16.30hrs**

A walk down the Royal Mile nipping into various closes, wynds and graveyards.

### **WEDNESDAY 30<sup>th</sup> JULY**

#### **Conference Ceilidh, the Balmoral Hotel, 19.30 – midnight**

The Conference Ceilidh will be held at the Balmoral hotel. There will be a ceilidh (pronounced 'kay-lee') band providing the music and a "caller" will be on hand to guide you through the traditional Scottish Dances. There will also be a disco to keep you dancing. Get there early to see a demonstration on how the dances should be performed by professional Highland Dancers.

The setting couldn't be more fantastic – the Sir Walter Scott Suite in the Balmoral Hotel has the best views across the city towards Edinburgh Castle. A cash bar will be provided throughout the evening. **Please make your own dinner arrangements.** The event is open to all delegates and is included in the registration fee. **Transportation will not be provided.**

## **AV INSTRUCTIONS FOR CHAIRS & SPEAKERS**

### **CHAIRS/SPEAKERS GUIDELINES**

Please locate your session room at least 15 minutes prior to the start of the session.

The chairperson's role is to facilitate the smooth running of the session and to encourage and monitor debate when appropriate. We would ask that you ensure that speakers strictly observe the time allocated to them.

### **AUDIO-VISUAL ARRANGEMENTS**

Each meeting room will be equipped with a screen, PC (not MAC!) with powerpoint and a data projector. Hand-held radio microphones will be available for questions from the participants and there are microphones on the lectern for the presenter/chairperson. Students will be assigned to each session to assist with the roving microphones.

## PC/MAC USERS

We **strongly recommend** that you save your presentation in PC format on a USB stick and use the PC in situ. If this is not possible, and you wish to run your presentation directly from your own PC, please make sure you also have your presentation backed up onto a memory stick. This way, if anything goes wrong with your laptop, you can use the PC in situ.

PLEASE NOTE that the data projectors only connect directly to PC laptops – **NOT Macs!** If you can only show your presentation from a Mac laptop, you must provide your own laptop and the correct VGA adaptor to connect your Mac to the projector. Please be aware that there are 4 different kinds of adaptors and it is your responsibility to ensure you have the correct adaptor.

Please remember to use embedded files, and do not use files linked to other files as they will not appear in your presentation. This is particularly important if you are showing video clips within your presentation.

Please ensure your presentation is loaded in the coffee break/lunch break prior to your session taking place. For presentations taking place in the first session of the day, the rooms will be open 30 minutes prior to the session start time.

If you have any difficulties loading your presentation, please contact the student helpers, who will be easily identifiable and present in each lecture room, and they will contact a technician.

## INFORMATION FOR POSTER PRESENTERS

Authors are requested to put up their poster at the following times:

Poster Session	Date	Set up from	Session opening hours	Posters to be removed by
Session 1 P1-1 : P1-55	Monday 28 <sup>th</sup> July	13.00hrs – 14.30hrs	14.30hrs – 16.00hrs	16.30hrs
Session 2 P2-1 : P2-51	Tuesday 29 <sup>th</sup> July	08.30hrs – 14.30hrs	14.30hrs – 16.00hrs	16.30hrs
Session 3 P3-1 : P3-48	Thursday 31 <sup>st</sup> July	08.30hrs – 14.30hrs	14.30hrs – 16.00hrs	16.30hrs
Session 4 P4-1 : P4-48	Friday 1 <sup>st</sup> August	08.30hrs – 11.30hrs	11.30hrs – 13.00hrs	14.30hrs

The organisers cannot be held responsible for any posters left after this time. Authors will be invited to stand by their boards during their poster session at the time specified above so that delegates have the opportunity for discussion.

### Details about Poster Boards

Poster boards will be 1m wide by 2m high (portrait style). It is recommended that displays do not exceed 1.5m in height.

A supply of Velcro tabs will be available at the venue. No screws or double-sided adhesive tape will be allowed as they damage the boards.

Posters will be located in the William Robertson Building (WR):

Room	Session 1 - Monday	Session 2 - Tuesday	Session 3 - Thursday	Session 4 - Friday
G03	P1-1 : P1-6	P2-1 : P2-6	P3-1 : P3-5	P4-1 : P4-7
G04	P1-7 : P1-15	P2-7 : P2-16	P3-6 : P3-13	P4-8 : P4-18
Seminar Rm 9	P1-16 : P1-27	P2-17 : P2-26	P3-14 : P3-24	P4-19 : P4-28
Seminar Rm 10	P1-28 : P1-39	P2-28 : P2-36	P3-25 : P3-34	P4-29 : P4-38
Seminar Rm 11	P1-40 : P1-55	P2-37 : P2-51	P3-35 : P3-48	P4-39 : P4-48

## **MESSAGES**

A message board will be located beside the Registration Desks during the conference and you are encouraged to check it regularly.

## **INTERNET/EMAIL ACCESS**

There will be wireless access in some areas of the University. There is an additional 20 computers with internet connection in a lab in the Hugh Robson Building (open from 09.00hrs – 17.00hrs). For both options, you need to sign up at the registration desk.

## **SPECIAL DIETARY REQUIREMENTS**

For those who have informed us of any special dietary requirements, your badge will have a label on it. We ask that you show this to a member of the catering staff at each venue. The caterers will have been informed by us of your special request.

## **SPECIAL BROWN-BAG LUNCH OPTION FOR WEDNESDAY AND THURSDAY**

A brown-bag lunch option for £3.20 is available for Wednesday (lunchtime workshop on Phon) and Thursday (IASCL business meeting during lunch time). Each lunch bag will include a choice of one of three home-made panini sandwiches, prepared with fresh and high quality ingredients, and a bottle of water. All sandwiches will be delivered between 12.30 and 1.00 PM to the ground floor of the Informatics Forum (IF) Building.

- Menu 1: Parma ham, mozzarella and rocket
- Menu 2: Artichokes and sun-dried tomatoes with chilli and home-made olive paté
- Menu 3: Scottish smoked salmon and mascarpone cream

Those who are interested in this option need to sign up at the registration desk by Monday 4.00 PM. Please be prepared to pay in cash £3.20 when placing your order.