

Environmental Biotechnology Network Research Colloquium

Joining Instructions & Speaker information

Conference Venue

Registration commences at 08:30 for a 09:00 start.

The John McIntyre Conference Centre

Prestonfield Room

Pollock Halls
18 Holyrood Park Road
Edinburgh EH16 5AY

See: <https://www.edinburghfirst.co.uk/venues/john-mcintyre-conference-centre> for venue details.

Signs will be in place from the Pollock Halls of Residence Reception Centre (see Map 1 below) to the main entrance to **The John Macintyre Conference Centre and Prestonfield Room**. The conference takes place on the first floor of the Conference Centre.

Please collect your conference ID and programme from the registration desk in the lounge area of the **Conference Centre (called the Centro area)**. We ask late arrivals to use the sign-in sheet when they arrive and join us quietly.

If you have brought your own poster (A1 size, ideally portrait), please put this up on the poster boards. Fixings will be on the board and are also available from the registration desk.

Day Catering

Tea, coffee and refreshments will be available in the **Centro** area outside the **Prestonfield Room** (see Map 2 below). A buffet-style lunch will be provided in the **JMCC Restaurant** (located on the ground floor). Attendees with a special diet need to make themselves known to the catering team. Pre-ordered vegan and vegetarian options will be clearly marked.

Internet

There is a free wi-fi connection available to visitors to campus – including Eduroam for those visitors from other universities. Ask at the reception desk for details.

Cloakroom

The **Holyrood Room** has been made available as a cloakroom. Note: all items are left at your own risk.

Pre-event Evening Dinner

If you have booked a place, join us at the **Kirkland Dining Room, South Hall** (shown on Map 1), from 19.00 for 19.30 for our networking dinner. The South Hall is a 2 minute walk from the **John Macintyre Conference Centre**. **Please pick up your name tag and place it where you want to sit**. This allows serving staff to see any dietary preferences. Wine and water will be available on the tables and there is a bar tab to allow for purchase of other drinks

Getting here

By air

Edinburgh Airport is ca. 8 miles away. A taxi from Edinburgh Airport to the venue should cost ca. £25. There is a bus from the airport to Waverley Bridge ("Airlink"), which costs £7 (adult open return); from there, see below for directions from Waverley, Edinburgh's main railway station.

By rail

Edinburgh Station (Waverley) is about two miles from Pollock Halls. From Waverley, a taxi will take 5-10 mins and should cost ca. £7. For a bus from Waverley, you should exit the station on to Princes Street and turn right. Cross to the other side of North Bridge and turn right on to the bridge. From the first bus stop, take a number **14, 30 or 33** to the Commonwealth Pool stop. The adult single fare is £1.50 (you need to provide the exact money). Turn back along the way you have come and turn right on to Holyrood Park Road and you will see Pollock Halls on your right. This is likely to take about half an hour.

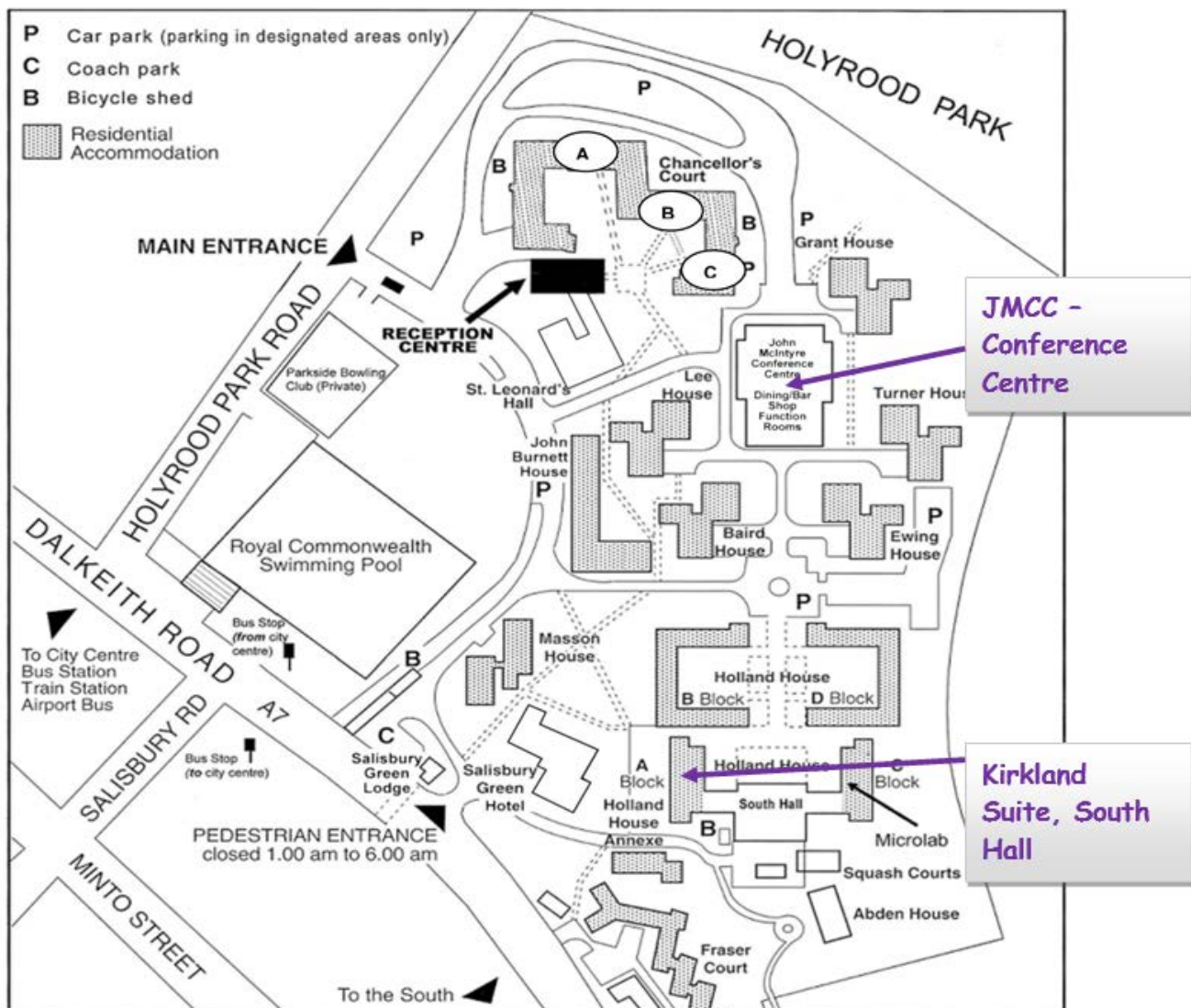
By car and parking

Google map driving directions can be found on the venue website: <https://www.edinburghfirst.co.uk/venues/john-mcintyre-conference-centre>. There are some free car parking spaces available at the Pollock Halls Campus on a first come, first served basis only. Unfortunately, spaces are limited and we cannot guarantee they will always be available.

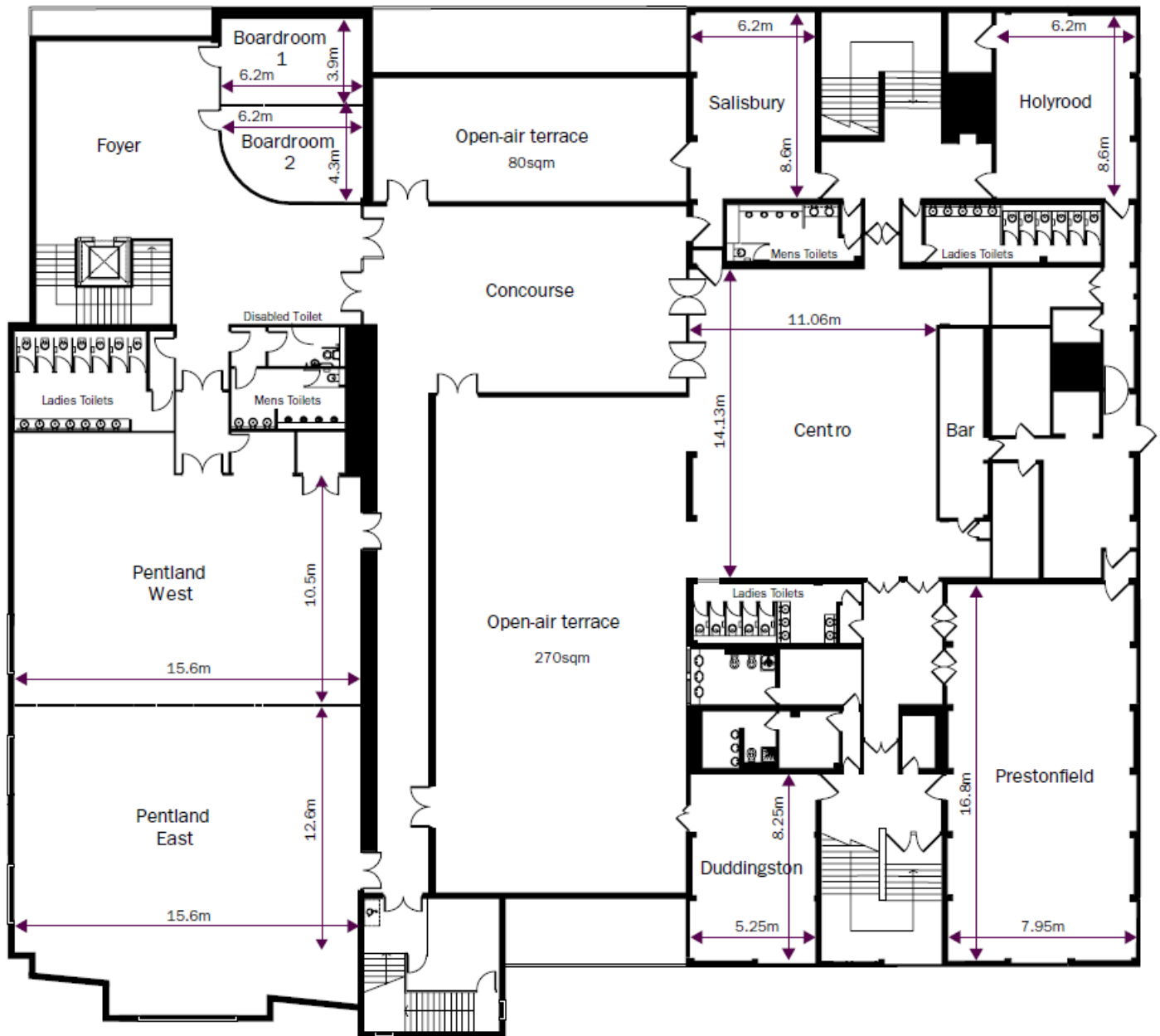
There are pay and display spaces surrounding the campus, on Holyrood Park Road and off Dalkeith Road. There is also limited free on-street parking within a 10-15 minute walk from the campus, on side streets off Dalkeith Road.

Photography and filming

There will be photographs taken at the event. If you have any concerns about your photograph being taken, please let us know as soon as possible.



Map 1 - John McIntyre Conference Centre area map



Map 2- Location of Prestonfield conference room and Centro reception/networking area

Speaker information

Presentations should be emailed to us at EBNet@EBNet.ac.uk before the event. If you are unable to do this, please see Angie Bywater at the first opportunity, in advance of your session.

Presentations should be in widescreen 16:9 format. There will be a fixed podium microphone and laser pointer available.

Speakers: allocated 25 mins (20 plus 5 for questions and set-up)

Flash Presentations: allocated 10 mins (5 plus 5 for questions and set-up)

To assist with timekeeping, we are introducing a traffic light system using yellow (5-minute warning for main speakers only) and red cards (1-minute warning). A Network organiser will facilitate this from the reserved seats, so please keep your eyes peeled for these timely reminders.