Important information for arriving at ASA14

This email aims to assist you in reaching the reception desk in [Appleton Tower](#), just off George Square (11 Crichton Street, Edinburgh EH8 9LE), this Thursday afternoon.

The conference book
The [PDF](#) and [epub](#) versions of the conference book are now available for download on the ASA14 homepage. Do also take a look at the website for the latest information on events, and updates to the fringe programme.

Travel
The website's [travel page](#) has comprehensive travel information and maps, and detailed maps of the venues and surrounding area are on the final pages of the downloadable conference book.

The two conference venues, Surgeons' Hall and the University of Edinburgh, are both situated in Edinburgh's Old Town, in the south of the city. Both venues are within walking distance of Waverley train station - approximately 10 minutes on foot. The city itself has a small, walkable centre, although there is also an ample supply of taxis and buses. Travel from Edinburgh airport is also plentiful, either by bus (£4) or taxi (£20). If you wish to book a return trip to and from the airport you can access a [special deal](#) via our website before you travel. The two largest and most reliable taxi firms in Edinburgh are Central Taxis (+44 131 2015163) and City Cabs (+44 131 2281211). It is also fairly easy to hail a taxi on the busier roads, especially in the areas where the conference is taking place.

The conference venues
This is a large conference, and it will take place across two venues. In the University of Edinburgh venue, we are using four buildings: the Appleton Tower; the Chrystal Macmillan Building; the George Square Lecture Theatre (inauguration and Firth Lecture, and Munro Lecture); and the Playfair Library Hall in the Old College Building (opening reception and conference dinner).
In the Surgeons' Hall venue we are using three buildings: the Quincentenary Building; the Playfair Building; and the Symposium Hall (film programme and exhibitions, Saturday and Sunday).
The downloadable programme contains all the information you need about which panels and other events/meetings are taking place in which buildings, and when.

Where will the ASA14 reception desk be, and when will it be open?
What is important to note is that **on the Thursday** no activities are taking place in Surgeons' Hall. The **reception desk will be in the concourse of the Appleton Tower**, and this is where you will need to come to check-in and collect your book and badge. The desk will be open from **3.30pm to 6pm**, and the NomadIT team will also be there between those times. Do come to the reception desk before you head to the George Square Lecture Theatre for the inauguration - the buildings are a few minutes' walk from each other across George Square, and you will need your conference badge to attend the Firth Lecture and the opening reception afterwards.

On Friday, Saturday and Sunday badges and books will need to be collected from the relocated reception desk in the Reception Area of the Quincentenary Building at Surgeons' Hall. The desk will be open on each of these days from 8.15am to 6.15pm. Again, do come to the reception to collect your badge before heading to your panel, which might be in a different building but will be no more than 10-minutes' walk away.
We cannot give you a printed programme before the reception opens on the Thursday, so please refer instead to the PDF or epub versions mentioned above. Please note that these are equivalent to the printed programme and so several papers remain listed which may not materialise in practice because of late withdrawals. For precision, we suggest you check the [panels page](#) on the website, as updates may have been made since we went to print.

NomadIT office
Those who need to pay their membership or conference fees will need to come to the NomadIT office, which will be located near to the reception desk (on Thursday in the Appleton Tower Concourse, and on Friday, Saturday and Sunday in the Quincentenary Building Reception Area), BEFORE they can receive their book and badge from the reception desk. NomadIT will also be providing those who have requested original printed receipts with manually signed documents.

Accommodation
If you are staying in the university halls of residence (Pollock Halls) or the university's Salisbury Green Hotel, you can download a useful two-page map showing both the accommodation complex and this area in relation to the conference venues in George Square.

WiFi
In the Surgeons' Hall buildings the network is SLPublic and password is rcsedevents. If you need to use wifi in the university buildings and do not have access to Eduroam, you can obtain a username and password at the reception desk in either the Appleton Tower Concourse or the Quincentenary Building Reception Area. If you are staying in the university's halls of residence, or in Salisbury Green Hotel, the username and password for the internet there will be different and should be obtained from the reception desk in your hall/hotel.

Those presenting
Please have any files you wish to present on your memory stick (or portable device), and bring to your panel room 10 minutes before the session, to upload and check. There will be a volunteer team member (easily identified by their t-shirts displaying the ASA2014 logo) present to assist. The panel rooms are all equipped with computers, projection, audio and internet, but it is possible to alternate devices if necessary via a VGA cable. Mac users will need to bring adaptors with them if they want to connect their own machines. Please do not worry about the technology as the volunteer team will be around to ensure that presentations go as smoothly as possible. If you have any queries at this stage about how your panel will be organised, please contact your convenors.

Those convening/chairing
Strict time-keeping is crucial to a good conference, and this is your responsibility. Please ensure each presenter gets their fair share of the time, and please do not overrun into the breaks as this is valuable networking time. Your session may be over, but other sessions or meetings may be scheduled to use your room next. Remember that although the logic of the sessions is three or four papers per session, withdrawals might have changed the initial plan of your panel so that the printed programme may not reflect reality. We will have the printed presentation order put up on the panel doors every morning and this should reflect the latest changes – if any more occur during the day, you will need to edit the sheets by hand. If you have access to the internet, please update your panel via Cocoa, so at least those using the website during the event will have accurate information.

Making use of your portable device
Given that the programme inevitably changes after we go to press, we suggest using your portable device to check the conference website. It might be worth checking the webpage of the panel you're thinking of heading to, in case someone has dropped out or a convenor has rearranged things. If you find the book a little heavy/inconvenient to carry around, we recommend that you download the PDF or epub version of the book. For those without such portable devices, we hope you enjoy the more 'traditional' conference book that awaits you at the reception desk.

And finally, if you haven't yet paid, please take a moment to do it that now, if at all possible.

Travel safely. I, and my NomadIT colleagues Triinu, Darren and Rohan, look forward to seeing you in Edinburgh.

Best wishes, Megan