

Where taking care of business is our priority.

# CONFERENCES AT EDINBURGH NAPIER



# 6 REASONS TO COME TO EDINBURGH NAPIER...

## ▶ NOTABLE

Edinburgh Napier is known for its name sake – the scholar John Napier, award-winning facilities, research expertise and its warm hospitality.

## ▶ ACCESS

Edinburgh Napier's campuses are situated southwest of the city of Edinburgh, with easy access to the city centre. The airport is only 8 miles from the city, with many new air routes being developed and high speed rail links to major cities in Britain.

## ▶ PROFESSIONAL

Our staff want your event to run as smoothly as you do. We aim to deliver an efficient, reliable and flexible service, with an eye for detail and a 'can do' approach.

## ▶ ICONIC

The Craiglockhart Campus is a feat of modern design. It features the Lindsay Stewart Lecture Theatre which is oval in shape and titanium clad, elevated by stilts with amazing views over the city.

## ▶ EXPERIENCED

Let us take the strain. With years of experience of running events, we will ensure you don't have to worry about the logistics of your event on the day.

## ▶ RICH

Edinburgh Napier's buildings are steeped in history, offering a magical backdrop of intrigue and charm, combined with modern flexibility.



# INSPIRING EDINBURGH



Edinburgh is a fascinating city and a perfect destination for hosting your conference. As access to the city is getting easier all the time, delegates can fly to Edinburgh from over 60 destinations.

With road, high speed rail links and ferry options, Edinburgh is also highly accessible. Edinburgh offers conference organisers and delegates endless possibilities with a vast range of accommodation, and more restaurants per head of population than in many other cities. Being a compact city, delegates can move about with ease, making the most of any free time they may have before or after their conference.

Edinburgh has won 9 Best UK City Awards in 6 years. Its festivals are world famous and its people are warm. With stunning architecture, beautiful scenery, a wealth of museums and galleries, and a vibrant social scene, Edinburgh has to be the top of any organiser's list.



“Edinburgh, in my estimation, is the most beautiful city in Britain.”

HRH PRINCE CHARLES, A VISION OF BRITAIN, 1989





# 5 REASONS TO COME TO EDINBURGH...

## ▲ VIBRANCY

A modern and dynamic city,  
bustling with life & enterprise.

## ▲ INNOVATION

A centre for excellence in the fields of  
medicine, finance, research, science  
& technology, architecture & the arts.

## ▲ VISIONARY

The re-establishment of the  
Scottish Parliament in 1999 gave  
Scotland a devolved government.

## ▲ IDENTITY

A World Heritage site, with stunning  
architecture and wonderful galleries,  
museums, theatres & art venues.

## ▲ DISCOVER

The festival capital of Europe.

## CRAIGHOUSE CAMPUS

# UNRIVALLED FACILITIES



Edinburgh Napier University has several campuses around the city of Edinburgh. The majority are situated to the south west of the city, with easy access to the city centre and to main transport terminals.

The Craiglockhart and Craighouse Campuses are the most popular facilities for conferences and meetings. Craighouse is an all year round facility and Craiglockhart can be hired out in the evenings, weekends and vacation periods. Edinburgh Napier also has facilities at other campuses that can offer ample classroom space for exams, lifestyle classes and less formal room hire purposes.

### CRAIGHOUSE CAMPUS

The history of Craighouse Campus is fascinating. Mentioned in the Scottish Records as far back as the 12th Century, parts of Craighouse housed a succession of noble Edinburgh residents.



## ROOM CAPACITIES

	Boardroom	Classrooms	Dinner	Reception	Theatre	U-Shaped	Ceiling Height (m)	Floor Area (sqm)	Floor Level	Natural Light	Internet Access	Telephone Line
The Edinburgh Suite The Blackford Room	20	-	-	-	-	-	6.19	44	3	Y	Y	Y
The Edinburgh Suite The Castle Room	40	-	50	100	100	35	6.19	110	3	Y	Y	Y
The Edinburgh Suite The Forth Room	18	-	18	50*	-	-	4.93	52	3	Y	Y	Y
The Edinburgh Suite The Queen's Room	-	-	-	50*	-	-	4.93	70	3	Y	Y	N
The Turmeau Hall	-	-	120	150**	-	-	14.03	192	3	Y	Y	Y

\*With the use of both rooms \*\*The Turmeau Hall with the Castle Room

In 1878, the land was sold and the buildings redeveloped to become one of the most progressive private asylum hospitals in the world. Bought over in 1994 by Edinburgh Napier, it is now a flagship campus for the University, hosting all year round conference and function events.

**The Edinburgh Suite.** The Edinburgh Suite, Edinburgh Napier's all year round facility, comprises of four meeting rooms of various sizes: The Blackford Room, The Castle Room, The Forth Room and The Queen's Room.

Flexible and beautifully presented, the Edinburgh Suite rooms are suitable for a range of purposes – from small intimate boardroom meetings to medium sized seminars that would comfortably seat 80 delegates.

As a compact and private facility, The Edinburgh Suite offers organisers a comfortable and professional venue in a wonderful setting.



## THE TURMEAU HALL

Probably the most impressive of Edinburgh Napier's function rooms, the Turmeau Hall is ideal for registration, exhibitions, product launches and drinks receptions. It can also cater for up to 120 delegates for a gala dinner. This great baronial hall is a credit to its Victorian age, rising 45 feet to the crown of its vaulted ceiling.

The Turmeau Hall is a perfect venue for organisers looking for something with character and charm, whilst providing everyday practicality.

## CRAIGLOCKHART CAMPUS

# ICONIC DESIGN



The lands of Craiglockhart are recorded as far back as the 13th Century. Originally a castle, Craiglockhart was thought to have been built as part of a chain of signal towers. After several notable families stayed at Craiglockhart in the late 19th Century, the estate was developed into one of the cities poorhouses. Craiglockhart then became a hydropathic hotel.

In World War I, the building was taken over by the army for use as a military hospital and was famed for caring for the war poets Wilfred Owen and Siegfried Sassoon. After the War, the land was sold and used as a convent and Roman Catholic training college, before finally being sold to Edinburgh Napier University.

Redeveloped in 2004, the campus is now a show piece of modern design and architecture. As a popular conference venue, it offers delegates practical, spacious, bright rooms, open plan foyers and unique catering facilities.





## ROOM CAPACITIES

	Boardroom	Classrooms	Dinner	Reception	Theatre	U-Shaped	Ceiling Height (m)	Floor Area (sqm)	Floor Level	Natural Light	Internet Access	Telephone Line
The Lindsay Stewart Lecture Theatre	-	-	-	-	200	-	7.5	337	2	Y	Y	N
The Riady Lecture Theatre	-	-	-	-	400	-	7.3	496	1	N	Y	N
Meeting Room 2/04	20	-	-	-	-	-	2.77	111	2	Y	Y	Y
Classroom 1	-	28	-	-	-	-	3.53	54	ALL	Y	Y	N
Classroom 2	-	58	-	-	-	-	3.53	95	ALL	Y	Y	N
Classroom 3	-	100	-	-	-	-	3.53	190	ALL	Y	Y	N
The Chapel	-	-	148*	200	-	-	9.25	253	1	Y	WIFI	N
The Hydra	-	-	80	-	-	-	3.54	212	1	Y	N	N

*\*Based on furniture layout as is*

Craiglockhart offers two state-of-the-art lecture theatres accommodating 200 and 400 delegates, respectively.

The Lindsay Stewart Lecture Theatre, seating 200, is undoubtedly the feature of the campus. Iconic in design, it offers a talking point for delegates.

The Riady Lecture Theatre, is a modern, spacious and bright theatre seating 400.

The main foyer of Craiglockhart is a light, open plan area which cleverly joins the older campus building with its new extension.

With ample classrooms on every level, and two very different catering areas (one being a chapel, intact with a font, organ and pews), Craiglockhart offers organisers a modern and totally unique venue.



## MERCHISTON & MORNINGSIDE CAMPUSES

# CENTRALLY LOCATED



ROOM CAPACITIES	Boardroom	Classrooms	Dinner	Reception	Theatre	U-Shaped	Ceiling Height (m)	Floor Area (sqm)	Floor Level	Natural Light	Internet Access	Telephone Line
Merchiston A17 Lecture Theatre	-	-	-	-	200	-	5.63 2.09	141	-1	MIN	Y	N
Merchiston Classrooms	-	21-70	-	-	-	-	V	V	V	Y	Y	V
Merchiston The Triangle	-	-	200	200	-	-	3.42	372	-1	Y	Y	N
Morningside Lecture Theatre	-	-	-	-	260	-	10.39	319	GRD	Y	Y	N
Morningside MC2	-	40	-	-	-	-	9.60	54	GRD	Y	Y	N
Morningside MC3	-	32	-	-	-	-	10.76	52	GRD	N	Y	N
Morningside MC4	-	40	-	-	-	-	10.79	54	GRD	Y	Y	N

V = Various

Merchiston and Morningside Campuses are the closest of Edinburgh Napier University's venues to the city centre, with good public transport links to and from the city.

### MERCHISTON CAMPUS

Merchiston Campus is built around the refurbished shell of Merchiston Castle (Tower) which was built circa. 1454.

Merchiston has ample classroom facilities, and a modern tiered 200 seated lecture theatre ideal for a stand alone lecture or plenary session. The catering area at Merchiston is a bright modern facility that can seat 200 delegates in one sitting. This campus is most suited for hire during evening, weekend and vacation periods.

### MORNINGSIDE CAMPUS

The Morningside Lecture Theatre at Morningside Campus houses a tiered theatre and three adjoining classrooms in a converted church set in the busy area of Morningside. The theatre, housed sensitively in the main part of the church building, features beautiful stain glass windows.

This venue is most suited for events that require basic catering and whose delegates wish to take advantage of public transport.

# SETTING OUR SIGHTS ON SIGHTHILL

Spring 2011 will see Edinburgh Napier welcome a fantastic new campus at Sighthill. With brand new lecture theatres, meeting rooms, ample seminar rooms and large open plan foyer areas this totally redeveloped campus will be a fantastic facility for conferences, receptions, exhibitions, training courses, meetings and language school programmes.

- I.T. enabled lecture theatres and seminar rooms
- Integrated sports facilities
- Informal cafe-style learning areas
- Private individual study booths
- Parking facilities
- Largest lecture theatre seating 350 and two theatres seating 170

“The £100m estate strategy will help achieve our goal of becoming the best modern university in Scotland and one of the finest in the UK.”

Sighthill is well placed within the city, only a 10 minute taxi ride from the airport and within minutes to the city circular. With good rail and road links into the heart of the city, this campus will be an excellent choice for event organisers.

For preliminary enquiries please contact the conference office.



# DEDICATED SERVICE



Our team of events co-ordinators will arrange all elements of your event – from audiovisual, catering, room hire, portering, and parking arrangements (where appropriate) to welcome signage. We offer a one-stop shop service and can offer a delegate management service, if required. Our friendly professional team will happily guide you through the event planning process to ensure that your event runs as smoothly as possible.

## AUDIOVISUAL SERVICES

Edinburgh Napier University provides a comprehensive range of audiovisual services and technical support. All meeting rooms and classrooms have access to PCs and data projectors and most rooms are internet accessible. Our main campuses offer WIFI access – delegates can pre-register for this service. Organisers can also apply for guest accounts which allow them to access email and use the Edinburgh Napier University network.



### FOOD FOR THOUGHT

Edinburgh Napier University offers a broad range of menus to suit all budgets and tastes, from finger buffets to three course set menus. Keen to offer a flexible service, our Catering Team are more than happy to tailor-make menus to specified requirements and cost specific items, upon request.

### REST EASY

Edinburgh Napier University has teamed up with a variety of local accommodation providers close to our main campuses who can offer all-year-round accommodation suitable for a wide range of budgets.

Edinburgh Napier University's Conference and Lettings Office can provide you with a comprehensive list of competitive accommodation – from small family run bed and breakfasts to five-star city centre hotels.

The Conference and Lettings Office has negotiated preferential rates for conference delegates. Please contact the team first to take advantage of these.

If you would like to offer your delegates an accommodation booking service as part of your delegate registration process, the Conference and Lettings Office will be happy to introduce you to the services of the Edinburgh Convention Bureau who offer an accommodation management service.

The range of services include:

- Negotiating best available rates.
- Providing a free online conference accommodation booking service.
- Gathering allocations according to your delegates' anticipated requirements.

**Edinburgh Convention Bureau**   
Inspiring Conferences



## BOOKING TERMS & CONDITIONS

- 1 Provisional bookings may be accepted and held for a period for 14 days, as agreed with the Conference Office.
- 2 For large conferences or new bookings, Edinburgh Napier University may request a 20% deposit based on room hire charges along with a signed booking form. The deposit will be non returnable in the event of cancellation at any stage. Further cancellation charges will be incurred out with 8 weeks.
- 3 The room hire charge (for weddings and functions) is payable as a non refundable deposit as confirmation of the booking. Bookings will remain provisional for 14 days until a booking form is received and the entire room hire deposit has been paid.
- 4 Wedding clients will need to pay £30.00 per head (based on numbers agreed at your planning meeting). This will be invoiced after your planning meeting. The remaining balance is normally invoiced after the event, however Edinburgh Napier University reserve the right to request the balance to be paid before the event takes place if required.
- 5 The choice of menu must be confirmed at least one month prior to the function. The number of vegetarian meals must be stated when final numbers are given.
- 6 Table plan details, if required, should be provided no later than two weeks prior to the function.
- 7 Final numbers are required 7 days before the event. This will be the number charged for, unless exceeded.
- 8 For catering, children under 12 years of age are charged at 50% of the adult rate. A children's menu is available.
- 9 All catering prices include VAT at 15% (at the time of publishing). Prices are subject to change without prior notice due to duty/VAT changes. Menu and wine/bar prices are subject to alteration without notice due to variations in market prices. All information and prices in the brochure were correct at the time of printing. Edinburgh Napier University cannot accept responsibility for any errors or omissions.
- 10 Where a cash bar is requested Edinburgh Napier University is required to apply for an occasional licence. A licensed bar will be provided subject to satisfactory application of an occasional licence for the stated times for any event. At least 6 weeks notice is required for application of an occasional licence. Please note that no draught beer is available.
- 11 Guests are not permitted to bring onto the University premises any alcohol for personal consumption. Any guest found to be consuming alcohol not purchased from the licensed bar will be asked to leave. Edinburgh Napier University does not offer corkage.
- 12 Minimum numbers for Delegate Rates are noted in the main brochure. Any bookings where numbers fall under the "minimum" number suggested will incur additional charges and penalties. A reduction in numbers (after the contract has been signed) of more than 25% will incur full charges.
- 13 Children under 14 are not permitted into the bar area whilst it is being used for the sale of alcohol.
- 14 A nominal staffing charge will be levied for any function where set up requests are considered excessively time consuming.
- 15 Any amendments to seating plans and menu cards requested 10 working days before the event may levy a late administration charge of £25.00.
- 16 Any wedding or function, cancelled after the planning meeting will be charged a nominal staffing fee. Bar licences which have already been purchased will also be charged.
- 17 The contract is formed with the named parties on the booking form. Edinburgh Napier University will accept cancellations from either named party. Please note should one named party cancel the event Edinburgh Napier University will not verify this with remaining named parties on the booking form.
- 18 Edinburgh Napier University operate a cancellation policy, further details are as follows:  
Any deposits taken are non refundable for any event at any time. Below are additional charges for cancellations.

Within 7 days (within 1 week)	Full payment of total value of contract, based on most recent numbers given.
8 – 21 days (within 3 weeks)	75% of total value of contract, based on most recent numbers given.
22 -35 days (within 5 weeks)	50% of total value of contract, based on most recent numbers given.
36-56 days (within 8 weeks)	25% of total value of contract, based on most recent numbers given.
More than 57 days (more than 8 weeks)	No cancellation charges.
- 19 Clients will make good any bank charges or exchange rate differences should they pay by BACS transfer.
- 20 If any member of a visiting group maliciously interferes with the fire alarm system a penalty of £400.00 will be imposed on the group.
- 21 Any damage to University property during occupancy of the premises will be made good by Edinburgh Napier University and the cost will be charged to the user. A deposit may be requested by the University as security for any loss or damage to University property which is returnable if no loss or damage is sustained.
- 22 Edinburgh Napier University does not accept responsibility for the loss of property belonging to, nor accidents sustained by, members or organisations using University facilities. Clients wishing to store gifts and equipment after an event do so at their own risk.
- 23 The hirer is responsible for any injury, loss or damage to any person, including participants or to any property including the University's which arises out of the let or activities connected with it. Hirers are advised to arrange appropriate liability insurance cover to protect themselves against claims arising out of such events. The hirer shall produce satisfactory evidence of such cover on demand.
- 24 A responsible person must be designated to be present throughout the event and must be accountable for the behaviour of those present. This person will be expected to highlight fire drill and first aid procedures of the University to conference delegates. For functions they will be responsible for ensuring guests refrain from drinking alcoholic beverages in undesignated areas.
- 25 The use of audio visual equipment constitutes an additional charge, and some equipment may only be operated by a member of staff.
- 26 Where exhibitions are to be held, exhibitors must secure in advance the approval of the University Safety Advisor. Details of layout may be requested.
- 27 Permission to use additional furniture, fittings and/or move existing equipment from out with the University must be obtained beforehand from the conference office. Any portable electrical appliances brought to the University must have been suitably tested in accordance with the Electricity at Work Regulations, 1989.
- 28 Specific booking times must be stated. Unscheduled rehearsals, use of premises etc, will not be permitted unless arrangements have been negotiated with the conference office.
- 29 Alteration to lighting circuits may only be made with the consent of the conference office.
- 30 The user shall be wholly responsible for satisfying any conditions imposed by the Copyright Designs and Patents Act 1988, The Theatres Act 1968, or the Civic Government (Scotland) Act 1982 and for obtaining the necessary licences (e.g. Public Entertainment Licence), performing rights and copyright for any performances being given.
- 31 Edinburgh Napier University will treat all information given by clients in confidence and as required by the Data Protection Act 1998. The information you provide will be stored on our computer systems and is used for marketing purposes and business analysis. If you do not wish us to store your information please inform the conference office in writing.
- 32 Bookings are subject to alteration or cancellation (although extremely unlikely) should the premises be required by the University for emergency purposes. Written notice will be provided and any deposit will be refunded.
- 33 Edinburgh Napier University reserves the right to relocate (where possible) any booking which may be affected by a sale of property, or estates strategy decision. When a booking cannot be moved to an appropriate facility the client will receive immediate notification and a full refund.
- 34 Premises are offered for let as seen at the time of application and no building work out with normal maintenance will be undertaken by the University to accommodate a special activity. Edinburgh Napier University reserve the right to carry out immediate and necessary building work on University premises despite having confirmed bookings. Clients will be informed if the University feels the work will affect their booking.
- 35 From time to time, building work and its associated noise is unavoidable in the locale of the developments and campuses. Edinburgh Napier University do not control such work, and do not always receive advance notice of when it will begin, or detailed information as to the nature of the work to be undertaken at any specific time. Any disruption to your event caused by this may not form the basis for any claim for discount or compensation.
- 36 The University shall not be obliged to perform any obligation under the contract, if such performance is rendered impossible, sustainably more difficult or delayed as a result of Acts, Orders or Regulations issued by central or local government, industrial disputes (whether official or unofficial), war, hostilities, riots, flood, fire, accident, acts of God, epidemic, failure or shortage of supplies, alteration or redecoration of the University, or from any other cause, event or due regard to its interests. The University shall not be liable for any loss, damage, cost or delay arising from or as a result of such non-performance.



Call us on  
**+44 (0) 131 455 3711**

Email us at  
**conferences@napier.ac.uk**

Visit us at  
**[www.napier.ac.uk/cca](http://www.napier.ac.uk/cca)**

We are only a touch of a button away.

## GETTING TO EDINBURGH

### BY AIR

Most flights to Edinburgh Airport only take about an hour and there are a number of low-cost flights available. It is best to check with Aer Arran, Aer Lingus, British Airways, British Midland, bmi baby, easyJet, Flybe, Globespan, Jet2, Ryanair and ScotAirways for good deals. The best fares are usually available if you book well in advance.

Edinburgh Airport is only 15 minutes away from the city centre. Airlink Buses from outside the arrivals area are frequent and run approx. every 10 minutes. A taxi will take approx. 15 minutes. Edinburgh Shuttle Bus also provides a fleet of 7 seater executive mini-buses and runs every 15-30 minutes between the airport. It will pick-up and drop off from any address – home, hotel, business or conference venue – within the Edinburgh Shuttle's city centre zone. Advance bookings can be made in advance by telephoning +44 (0)845 500 5000. More information and online booking information can be found at [www.edinburghshuttle.com](http://www.edinburghshuttle.com).

### BY TRAIN

Both GNER and Virgin Trains run regular services on all main routes to both Edinburgh Waverley and Haymarket Stations. The best fares are usually available if you book well in advance.

### BY CAR

As Edinburgh is located at the heart of the Scottish motorway network, it is surprisingly quick and easy to get to by car. Edinburgh is only 3 hours away from Inverness and just over 2 hours from Aberdeen.

Journey times from England are just as good; it is about a 5 hour drive from Birmingham, 4 hours from Manchester and just 2 hours from Newcastle.



Call us on **+44 (0) 131 455 3711**

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