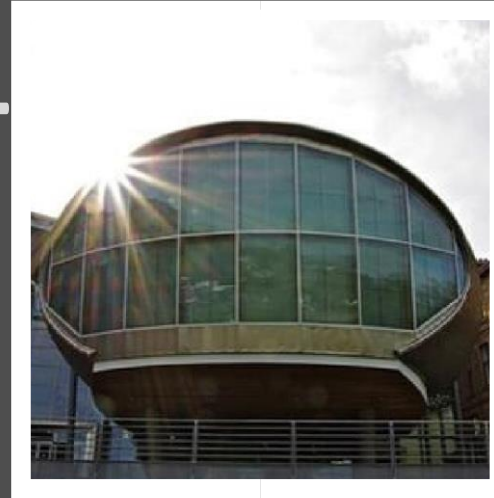


Edinburgh Napier  
UNIVERSITY



# CRAIGLOCKHART CAMPUS WELCOME PACK



[WWW.FACEBOOK.COM/  
EDINBURGHNAPIEREVENTS](http://WWW.FACEBOOK.COM/EDINBURGHNAPIEREVENTS)



@ EVENTSEDNAPIER



@ EVENTSEDNAPIER

219 COLINTON ROAD, CRAIGLOCKHART, EDINBURGH, EH14 1DJ  
0131 455 3711  
[WWW.NAPIER.AC.UK/CONFERENCES](http://WWW.NAPIER.AC.UK/CONFERENCES)

# Welcome to Edinburgh Napier

Thank you for choosing Edinburgh Napier to host your upcoming event.

This guide contains helpful information for your event day, and we encourage you to ensure the presenter or event manager has access to this guide so that these details are close to hand on the day.

We wish you a successful event and please feel free to contact the Conference & Events Team with any queries in the lead up to your event.

Warm Regards,  
The Edinburgh Napier Conference & Events Team  
0131 455 3711  
[conferences@napier.ac.uk](mailto:conferences@napier.ac.uk)

## Location & Access

### **LOCATION:**

Our Craiglockhart Campus is located at:  
219 COLINTON ROAD, CRAIGLOCKHART, EDINBURGH, EH14  
1DJ



## **OPENING:**

The Campus is open:

**MON - FRI**                      **08:00 - 18:00**

**SAT & SUN**                      **09:00 - 17:00**

Should delegates arriving at the campus have any issues gaining access, there are intercom buttons at every main entrance which connect with our security team who can assist.

# Directions

## **BY AIR:**

From Edinburgh Airport, take a taxi directly to the Campus in approximately 20 minutes.

Alternatively, take a tram from the terminal or the Airlink bus to Edinburgh Haymarket or Waverley station in Edinburgh city centre and catch a taxi or bus from there.

## **BY BUS:**

Craiglockhart Campus is accessible by multiple bus routes and options.

For up to date timetables please visit:

[www.lothianbuses.com](http://www.lothianbuses.com)

### **BY CAR:**

From the city by-pass, leave at Dreghorn junction. Follow the Dreghorn Link and turn left at the roundabout onto Redfern Road. At the end of Redfern Road, turn right onto Colinton Road and continue to roundabout. Turn left at the roundabout and follow Colinton Road to traffic lights, at which point turn right onto Glenlockhart Road. Craiglockhart Campus is on your right hand side.

### **TAXIS:**

City Cabs - 0131 228 1211

Central Taxis - 0131 229 2468

# Campus Information

**PLEASE ENSURE THIS INFORMATION IS COMMUNICATED TO ALL DELEGATES PRIOR TO YOUR EVENT BEGINNING. IT IS THE EVENT ORGANISER'S RESPONSIBILITY TO RELAY THIS INFORMATION.**

### **PARKING:**

During term time, parking is limited. A small number of spaces are available but must be booked in advance via the Conference and Events Team.

Please advice delegates to use the intercom system located next to the parking barrier on arrival. This will connect them to our Security Team who will advise which car parking area has been designated to your event.

When the barrier is not operational (during core hours 8am-5pm) please park in car park E.

If your event takes place outwith core hours, parking is unrestricted and delegates are welcome to park in any available space.

### **TOILETS:**

Male, Female and Disabled Toilet facilities are located on each level of the teaching block. Toilets are signposted.

# Campus Information

### **SMOKING:**

All enclosed spaces on Edinburgh Napier University campuses are entirely smoke-free. There are designated smoking areas which must be used. Smoking within 10 metres of the entrances to buildings will be actively discouraged.

### **FIRE ALARM/EVACUATION PROCEDURES:**

Fire and emergency procedures are available on blue/white notice boards and plasma screens throughout campus.

**PLEASE ENSURE THAT YOU, OR YOUR ONSITE EVENT MANAGER NOTIFY ALL DELEGATES OF THESE PROCEDURES BEFORE YOUR EVENT BEGINS.**

In the event of a fire, or suspecting a fire, the alarm should be raised immediately using the nearest break glass call point. Leave the building by the nearest exit and go to the designated fire assembly point.

Delegates should leave the room they are using, closing doors behind them and follow the fire exit signs. Under no circumstances should lifts/elevators be used. Delegates should not re-enter the building until informed by the University Fire Officer that it is safe to do so.

Visitors with mobility issues should NOT use stairways but proceed to the nearest disabled refuge (temporary waiting space), activate the two-way communication and await a response. Activation of this

alarm will notify security of their location. Remain in the refuge/waiting space until assistance arrives. Further information is available at:

<http://staff.napier.ac.uk/services/hr/healthandsafety/fire/Pages/DisableRefuges.aspx>

## Campus Information

### **FIRE ALARM TESTING:**

The fire alarm is tested each **Monday at 9am** for approximately 20-30 seconds. There is no need to respond to the test however if the fire alarm continues beyond this time, delegates should evacuate the building. Please make delegates aware of the test to avoid panic and confusion.

### **FIRST AID:**

The Craiglockhart First Aid room is **1/44**. If you require medical assistance please contact Security on emergency number **4444** (using an internal line) or **0131 455 4444** using an external or mobile line. An alternate line is **0131 455 6119** Reporting of incidents will assist in the identification of activities which may cause ill health or injury and will therefore help in the prevention of future incidents.

### **DELIVERIES:**

If you are having any materials delivered to campus ahead of your event, please advise the Conference & Events Team at the earliest opportunity who will advise our guidelines.

## Audiovisual Access

### **AV EQUIPMENT:**

All classrooms and lecture theatres are equipped with standard AV equipment including: Screens, Projectors and PCs.

Lecture theatres are additionally equipped with PA systems. If you have specific requirements, please contact your Event Manager for a quotation as charges may apply.

### **PC ACCESS:**

Access to University PCs will be arranged using **temporary login accounts**.

Prior to your event, your Event Manager will provide your account and login details including password.

One account should be given to each presenter/organiser and not shared.

You will be prompted to change your password when first logging in. If this does not happen, please contact the IT support desk.

Please note, the account and password will expire following the date of your event.

The account has a 50mb data area (H:drive) which will also expire with the account. Any data stored will be deleted when the account expires. Print credit can be added but must be requested in advance. Please note, there are no refunds for any unused print credit.

## **Audiovisual Access**

### **TROUBLESHOOTING & SUPPORT:**

Instruction on how to use the AV can also be found within each classroom or lecture theatre. In an emergency, please contact your Event Manager or the IT support desk on 0131 455 3000.

### **WI-FI:**

Free WI-FI is available throughout the campus. Please see the attached guide on how to log in.

# Contact Information

## **CONFERENCE & EVENTS TEAM:**

Your Conference & Event Coordinator is:

**Inga Nugaryte**

conferences@napier.ac.uk/0131 455 4654

The team is based at our Craiglockhart Campus:

Room 1/21

Craiglockhart Campus

219 Colinton Road

Edinburgh EH14

1DJ

The main office can also be contacted on:

conferences@napier.ac.uk/0131 455 3711

## **SECURITY TEAM:**

Security Control (Car parks/Campus Access/Lost Property) - 0131 455 6119

Security Emergency (Emergency/First Aid) - 0131 455 4444

## **AUDIOVISUAL SUPPORT:**

IT Support Desk (AV equipment, log in help)

Available 24 hours a day/7 days a week - 0131 455 3000 Any issues with WI-FI should be directed to SKY using the information on the attached Wi-Fi leaflet.