

Delegate Joining Instructions

Conference Registration

Registration for the Main Conference will take place in the main foyer of the Hamish Wood Building (01 on the map)

Registration Opening Times:

Thursday 5th September: 08.00 – 17.00
Friday 6th September: 08.30 – 13.30

Training Event Registration

Registration for the Pre-Conference Training Event will take place in the main foyer Hamish Wood Building (01 on the map), You must register in advance for the training event.

Registration Opening Times:

Wednesday 4th September: 13.00 – 17.00

The trainers have asked that you bring along an idea or piece of research that you would be interested in publishing to use and examples.

At the registration desk you will receive your conference pack and badge - please wear your badge at all times, this is a security requirement and will enable you to identify fellow delegates.

Glasgow Caledonian University Campus

Located in Centre of Glasgow, Glasgow Caledonian University is easily accessible by road, rail and air.

Glasgow Caledonian University
Caledonian Court
Dobbies Loan
Glasgow
G4 0JF

+44 (0)141 331 3011

+44 (0)141 331 3787 (24 Hrs) Security office

Campus Key – NAPICU venues

01 Hamish Wood Building- Conference and Training Venue

03 George Moore Building- Breakfast Venue

05 Students' Association- Buffet Dinner and Quiz (on Wednesday)

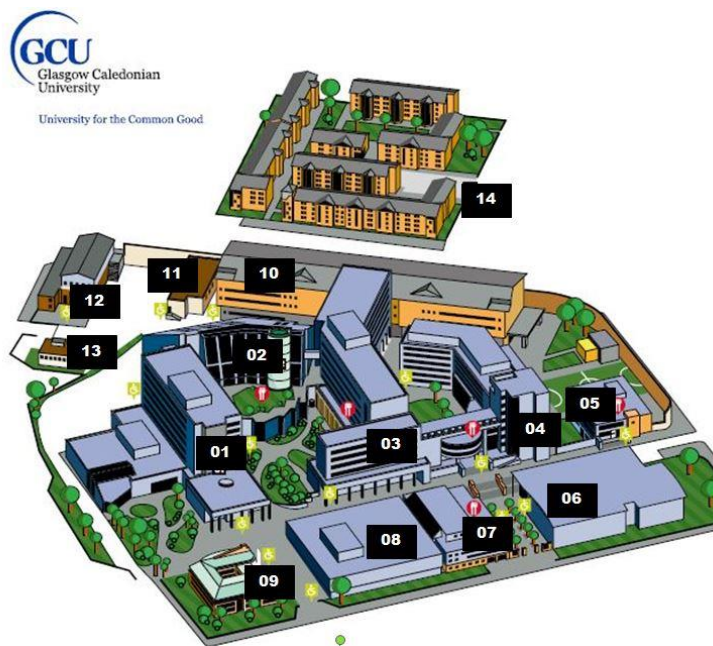
14 Caledonian Court – Student Accommodation

Conference Organisers

Northern Networking Events Ltd
Scottish Enterprise Technology Park
2nd Floor, Room 204, Nasmyth Building
60 Nasmyth Avenue
East Kilbride
G75 0QR
Telephone:
Email:

+44 (0) 1355 244 966

enquiries@northernnetworking.co.uk



Travel Details

By Air

Glasgow International Airport is just outside the city Centre, for Glasgow Caledonian University you can take a bus or taxi

Bus form the airport:

Once you arrive at Glasgow International Airport, the 500 Airport Shuttle Bus will take you direct to Glasgow Buchanan Bus Station.

You should stay on the bus until the last stop in Glasgow for the University - this will take you to Buchanan Bus Station. Once you are there, go up the stairs and the University is directly across the road, Caledonian Court is only a few minutes' walk to the opposite side of the campus and is well signposted from the main campus.

Taxi form the airport:

Discounted travel is available for delegates for journeys between Glasgow Airport and City Centre with **Glasgow Taxis** Pre-book your taxi by phoning +44 (0) 141 429 7070 using the following codes to get the discounted fare.

Glasgow Airport to City Centre: use code GCB 1 set fare £18.00

City Centre to Glasgow Airport: use code GCB 2 set fare £22.00

By Train

Trains will arrive at either Glasgow Central Station or Glasgow Queen Street Station; both are within walking distance of the university; however both have taxi ranks outside if required.

By Car

Following a satnav

The University's postcode is G4 0BA, but this covers the whole campus. The main entrance is located on Cowcaddens Road directly across from Buchanan Street Bus Station.

Car Parking

There is no onsite parking for visitors at Glasgow Caledonian University. Conference and Events at Glasgow Caledonian University has negotiated a rate of £7.00 per day for car parking at Glasgow Royal Concert Hall car park

1. Upon your arrival at the car park you will be issued with a ticket
2. Take this ticket and bring it along to the event at GCU as this is where the ticket will need to be scanned
3. There are two machines at GCU where the tickets can be scanned
 - a. Security office - Reception
 - b. Govan Mbeki Building – Reception
4. After your parking ticket has been scanned and your event has finished take the ticket back to the Royal Concert Hall Car Park where the ticket will be validated and you will be charged £7.00 for the day.

Taxi

Black taxis are licensed to operate in Glasgow and can be hailed anywhere.

There is a Taxi Rank located in Buchanan Bus Station situated across from the university. Telephone Number for **Glasgow Taxis**: 0141 429 7070

Accommodation - Caledonian Court – Student Accommodation

Glasgow Caledonian University
Caledonian Court
Dobbies Loan
Glasgow
G4 0JF

The Accommodation Office is open from Monday to Friday 9am to 5pm, out with these hours you can still arrive and collect your keys from our Security Office at Caledonian Court who are open 24 hours a day. Please bring your registration confirmation.

Hairdryers will not be provided in the rooms

Please check out and return keys to the reception by 10.00am on the day of departure. **Any missing keys will be charged to the delegate, Northern Networking Events and NAPICU will not be responsible for this charge.**

Catering Entitlements (included in your registration fee)

- ◆ Hot buffet dinner on Wednesday 4th September between 18.30 - 20.30 served in the Student's Association (05 on the map)
- ◆ Breakfast on Thursday 5th and Friday 6th September will be served between **07.00 – 09.00** in the George Moore Building (03 on the map) **You will receive 2 vouchers for breakfast when you check into accommodation, please ensure you take your vouchers each morning.**
- ◆ Cold buffet lunch on Thursday 5th and Friday 6th September served in the Exhibition Area Hamish Wood Building
- ◆ Tea/Coffee will be provided during official breaks

Civic Reception and Gala Dinner (included in your registration fee)

- ◆ Civic Reception & Gala Dinner on Thursday 5th September will be held in the Glasgow City Chambers, Glasgow G2 1DU arrival to the venue is from 6.15pm.

Please ensure you booked your ticket on your registration form.

PLEASE NOTE: The bar is CASH ONLY

Any specific dietary requirements must be provided in advance.

The Glasgow City Chambers is a short 10 min walk from the university

When you are all dressed up in your finery at the Gala Dinner why not stop by our professional photographer and get a snap of yourself or a group snap with your team. There will be a small cost payable on the evening.



Internet Access

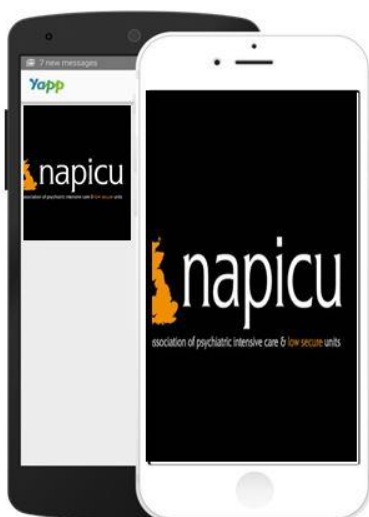
Free Wi-Fi is available for all exhibitors/delegates. Please log onto 'wifi Guest' or Eduroam from your device to create a personal account.

Mobile App

NAPICU have a Mobile App download it now to keep up to date with all the conference details

Download the official NAPICU App

via **Yapp**



Download the app on iOS or Android:

1. Visit <http://my.yapp.us/NAPICU> on your device and follow instructions on page
2. You'll be asked to install Yapp from the app store (if you don't have it already).
3. Open Yapp and tap "Download an existing Yapp" and your app will appear.

Don't have an iOS or Android device? You can view this app from your desktop browser by clicking the my.yapp.us URL above.



Smoking

There is a designated smoking area on campus which is at the back of the Hamish Wood Building, next to the car park.

Messages

If colleagues or family members require to leave an urgent message for you, please advise them to email info@napicu.org.uk

Delegates must wear their badges at all times during the conference for security and catering purposes. Any delegate not wearing their badge will not be allowed access to the conference facilities.

NB: Cancellation of registration will only be accepted in writing. Please check terms and conditions on the registration form.