The OR Society OR54 Conference: 4 – 6 September 2012
Edinburgh First, The University of Edinburgh,
18 Holyrood Park Road, EH16 5AY

Practical Information

Web address for The OR Society conference pages - www.theorsociety.com/OR54
Main Tel +44 (0)121 233 9300

Web address for the John McIntyre Conference Centre (JMCC) at Edinburgh First: -
http://www.edinburghfirst.co.uk/venues/john-mcintyre-conference-centre

Tel: Edinburgh First Reception +44 (0)131 667 1971 (Switchboard), +44 (0)131 651 2189 (Events).

Travel Details
Full travel details are shown on an enclosed sheet.
For satellite navigation users the postcode is EH16 5AY

Car Parking
Limited free car parking is available on the Pollock Halls site.

Conference
Conference proceedings open with the Chair’s welcoming address at 09:30 on Tuesday 4 September 2012 and conclude at 15:00 on Thursday 6 September 2012.

Registration
Conference registration will take place in the John McIntyre Centre. Tues, Wed and Thur from 08:00.

Accommodation
To check in and out, please go to the reception desk in the Edinburgh First building.
Edinburgh First reception will be open 24 hours, 7 days a week. Contact Tel: +44 (0)131 667 1971.

Check-in time is from 14:00. Room keys are available from 14:00 on Monday 3 September 2012.
Check-out time is by 10:30 latest.

Luggage can be stored either within the Edinburgh First Reception Centre or the Events team will arrange for a separate room for this purpose.

All bedrooms are located in the Pollock Halls residential area, in Chancellors Court, a few minutes’ walk from Edinburgh First Centre and the JMCC and St. Leonards buildings.

All bedrooms have:-
Tea and coffee making facilities in each bedroom.
Towels and basic toiletries in each bedroom.
Ironing facilities are located in the pantry areas on each floor.
Hairdryers are not provided in the bedrooms but can be obtained at the reception desk, if required.

Wired Internet access (not wifi), is available in the bedrooms. The charges are as follows:-
1 Day = £5, 2 – 3 Days = £10 or 4 – 7 Days = £15.00. Contact Edinburgh First Reception for further information. (A data cable is in each of the bedrooms for guests to use, although you may wish to bring your own).
You are advised to bring some cash for drinks and other sundry items as individual room accounts cannot be set up.
**Meals and drinks (see also the Socials Events below)**
For residential delegates and those who have booked meals as a separate option:

- **Monday evening:** Centro Bar ‘cash’ bar will be open 19:30 – Midnight. (1st floor JMCC).
- **Tuesday evening:** Centro Bar ‘cash’ bar will be open 19:30 – Midnight. (1st floor JMCC)
- **Wednesday evening:** Delegates attending the Making an Impact Practitioner sessions are invited to enjoy a glass of wine in the JMCC Centro bar area at 18:00. (1st floor JMCC)

  All delegates are invited to attend a drinks reception which will be held in St. Leonards Hall from 19:15 – 20:00.

  A cash bar will be open in South Hall 20:00 - Midnight – (see Social Event section below).

  The JMCC bar on the ground floor of the JMCC building will be open until 11:00 (although this is not exclusively for OR Society use).

With the exception of the Gala dinner on Wednesday evening, all meals will be served in the JMCC restaurant on the ground floor.
Dinner availability after 20:30 may be available in the JMCC bar on the ground floor until 21:30.

**Monday 3 Sept.**
Dinner 18:00 – 20:30

**Tuesday 4 Sept.**
Breakfast 07:00 – 10:00
Lunch 12:30 – 13:30
Dinner 18:30 – 20:30

**Wednesday 5 Sept**
Breakfast 07:00 – 10:00
Lunch 12:30 – 13:15
Drinks Reception 19:15 – 20:00 St. Leonards Hall
Evening Gala Dinner 20:00 – 22:00 South Hall.

**Thursday 6 Sept**
Breakfast 07:00 – 10:00
Lunch 12:30 – 13:30

Badges will be required to gain access to the JMCC restaurant at all times.

**Notes for Speakers / Stream Chairs**
For Speakers:
- **Presenters should bring a laptop with them.**
- You are encouraged to also bring your presentation on a USB stick or CD/DVD as a backup.
- Please be familiar with the time and location of your talk and stream.
- Arrive at the location of your talk 10 mins prior to the scheduled start time.
- Introduce yourself to the chair of the session / stream organiser.
• With the help of the chair, familiarise yourself with the equipment in the room and how to connect your laptop. Presenters should bring a laptop with them as it is very expensive to hire one.
• Talks are strictly 20 mins long with 5 mins for questions & answers (except for Keynote/Tutorial presentations)
• The stream chair will give indications of time remaining.

For Stream Chairs
• Arrive at the appropriate seminar room 10 mins before the start of the stream session.
• Familiarise yourself with the equipment in the room, including how to connect laptops to the projector.
• Introduce yourself to your speakers.
• Your main role will be to ensure that the stream runs to time. Each talk (except keynotes and tutorials) is scheduled for 20 mins plus 5 mins for Q&A. There is a 5 mins break to allow movement of delegates between stream rooms.

Equipment
Laptops are not provided. Presenters should please bring a laptop with them.
Equipment in each presentation room will include Data Projector; Projector Screen; DVD player if required (please advise if this is needed!)

Messages/Announcements
All timetable announcements as well as messages for delegates will be displayed on a notice board in the foyer of the JMCC. Please make sure that you check regularly for any new information.

Social Events
Tuesday evening will see our traditional Bar Quiz in the JMCC Prestonfield room (1st Floor) from 21:00 – Midnight, (with the help of our esteemed compere Amanda Tucker of Dstll!).
A cash bar will be open in the Centro Bar, near the Prestonfield room from 19:30 – Midnight.

Wednesday afternoon social trips to:
Glenkinchie Whisky Distillery
Lauriston Castle
National Museum of Flight

(Please note that there are a lot of stairs at Lauriston Castle and no wheelchair access).

Coaches will start loading at 14:45 for a departure at 15:00 sharp.
Coaches will return to this area between 17:30 – 18:30.

Coaches leave from (and will return to), outside the entrance to the Edinburgh First building on Holyrood Road.

Wednesday evening drinks receptions:
We are in the happy position of having two drinks receptions on Wednesday (with time for a coffee in between for those lucky people who attend both!).
Making an Impact stream:
Delegates attending the Making an Impact Practitioner sessions on Wednesday are invited to enjoy a glass of wine in the JMCC Centro bar area (1st Floor), at the close of day at 18:00. (Kindly sponsored by SIMUL8 Corporation.).

The OR Society – pre-dinner drinks:
A drinks reception for all delegates will be held in the St. Trinneans room in St. Leonards Hall from 19:15 - 20:00.
Palgrave Macmillan, the main sponsor of this year’s drinks reception will be saying a few words about their celebration of the 10th anniversary of KMRP, the 25th of OR Insight, and the launch of Health Systems.

We are also very pleased to welcome a new sponsor, 2020 Consulting, who have also contributed to this event.

**Wednesday evening Gala Dinner and dance:**
Will follow the OR Society drinks reception and be served in South Hall (a few minutes’ walk from St. Leonards Hall) followed by Ceilidh dancing to a live band.

**Please bring your Gala Dinner ticket with you as it will be collected prior to entry.**

- 20:00 – 22:00 A gala dinner will be served in the Banqueting Suite in South Hall.
- 22:00 – Midnight. The gala dinner will be followed by Ceilidh dancing (or listening!) to Matt Smith and The Little Biggar Band.

A cash bar will be open in South Hall 20:00 - Midnight.

A quieter area is available upstairs in South Hall for those that wish to talk (still near to the bar!).

Alternatively the JMCC bar on the ground floor of the JMCC building will be open until 11:00 (although this is not exclusively for OR Society use).

Beers available are Draught – Carling Lager/ Belhaven Best. Bottled – Miller, Peroni, and Magners etc.

**Medical Assistance**
If in the conference venue, contact the Duty Manager. Otherwise dial 6666 from your bedroom to speak to switchboard or security staff. (Details are also noted in an information booklet within your bedroom.) The telephone number for colleagues or family to leave an urgent message for delegates is: Tel: +44 (0)131 667 1971

**Facilities:**

- **Internet** – The JMC Centre, St. Leonards Hall and the Edinburgh First reception area, have free wireless Internet access.
  All delegates will be provided with a wifi pass. Please collect from the OR Society reception desk when you register. This can be used to access the internet in all the public areas and meeting rooms. There is also wireless access in the quiet rooms on the corridors of Chancellor’s Court.

  Wired Internet access (not wifi), is available in the bedrooms. The charges are as follows:-
  - 1 Day = £5, 2 – 3 Days = £10 or 4 – 7 Days = £15.00. Contact Edinburgh First reception for further information. (A data cable is in each of the bedrooms for guests to use, although you may wish to bring your own).
  
  Please bring your own laptops with you and presentations on a USB or similar as back-up.

- **Taxi Numbers** - A direct free phone is available within the Edinburgh First Reception building to Central Taxis. Central Taxis, or call 0131 229 2468. City Cabs Tel: 0131 228 1211

- **Shop** - A shop is available on the ground floor of the JMCC building which sells newspapers refreshments and food etc. Open daily 0800 – 1800 hrs.

- **Chemist** - The nearest Chemist is Boots, 28 – 30 Newington Road. Tel: 0131 667 3008.

- **Laundry facilities** - are available within the Chancellor’s Court Building.

- **Banks** - An ATM is on the outside of the JMCC building.
  Bank of Scotland, 51, Clerk Street. Tel: 0131 465 3414.
  Clydesdale Bank, 29-31 Nicolson Square. Tel: 0845 724 0024.