

USEFUL INFORMATION

1. Fire Procedure

The fire alarm will be tested at 10.00 am. You will hear a verbal message informing you that this is an evacuation. It will be repeated twice. Please do not evacuate.

If the fire alarm is continuously repeated please leave by the nearest available exit (excluding lifts). Please exit on foot through the Famous Grouse blue gates and enter the West Car Park (gravel car park) and wait at the artificial pitch. Confirmation will be given by Murrayfield Experience or Scottish Rugby Union that it is safe to re-enter the building.

2. Mobile Phones

Please ensure that your mobile phone is either on silent or switched off.

3. Toilets

Toilets are located off the President’s Suite (Main Room), Thistle Suite (Exhibition Area), Centre Section (Registration Area) and the syndicate room area.

4. Tweeting

If tweeting, the hashtag is #HCSWlearn and follow us @NES_hcsw

To connect to the wifi simply open your browser and connect to SRU Guest. No password is required.

If uploading photographs of individuals on to social media please ensure that you ask their permission before doing so.

5. Conference Pack

You will find your programme and reflective learning log inside your conference pack which you will receive upon arrival. Don’t forget to capture your thoughts throughout the day in the log.

6. Workshop Allocations

Workshop allocations are on back of your badges. Please make your way promptly to your workshops - there will be plenty of signs and staff to direct you.

7. Exhibition Stands

The Exhibitors Bingo Card and Exhibitors Directory will be in your conference pack. Don’t forget to visit the exhibition stands in The Thistle Suite and get your bingo card stamped - make sure your cards are handed in to the conference registration desk after lunch as there will be no more opportunities to get your card stamped after that!

You don’t want to miss out on that big prize!

The draw will be made during the closing remarks. If you don’t have a bingo card spare copies are available from the conference registration desk.

8. Lunch

At lunchtime, you are welcome to use the tables and chairs in the exhibition area, or take your lunch through to the main room.

9. HCSW Snapshots

You will see throughout the day snapshots of people saying what matters to them in their work. You can get the chance to show what matters to you by getting your snap taken at the HCSW Snapshot in the Exhibition Area.

10. Tell Us What You Think

We really value your feedback so are keen to hear your thoughts about the day.

We have a comments wall in the exhibitor's area for you to tell us about:

Heart - something you felt or experienced from being part of the event

Head – something you have learned from the event

Carrier Bag – something you want to take away from being part of this event, or something you will tell others about when you get back to work

Bin – anything you want to forget or you feel could have been better about the event

Soon after the event, we will email you an evaluation questionnaire.

We also hope to be back in touch again a few months after the event.

11. Filming

We'd like to remind you that the event today is being filmed and photographed.

12. Any Questions

Should you have any questions please do not hesitate to ask the NES conference team at the conference registration desk or the NES HCSW team.