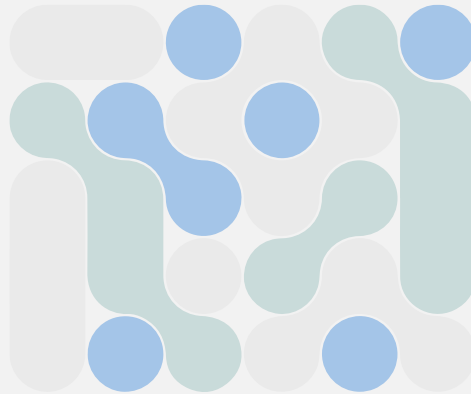




EDICa Symposium

20 November

In-person event information



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Financial support and remuneration

EDICa is committed to enabling the participation of everyone invited to attend the event in person. EDICa will support three different groups of individuals with remuneration for their travel and accommodation for the EDICa symposium:

- Low income remuneration
- Carer's remuneration
- Individuals whose institution no longer has funding to support them

Please advise EDICa of your request when completing the registration information that we will email to you alongside your in-person invitation.

Please note that all remuneration requests must be shared with EDICa (via the registration portal) by August 8, 2025, so that we can manage the budget we have available. Due to budgetary limitations, we cannot promise that all requests will be approved.

Low income

We have a budget set aside to remunerate participants with a low income for their travel expenses. We are using the Minimum Income Standard for the UK in 2023 ([see link here](#)) which says a single person on £29,500 or a couple with children earning £50,000 between them is the threshold. EDICa will pay up to £500 for the travel, accommodation and subsistence costs of this person.

Carer's remuneration

This remuneration covers a broad range of situations. Please do let us know if you would like to request carers remuneration for something not described below or your needs require higher funds, and we will advise on whether this can be supported.

- If you need to be accompanied by a paid or unpaid carer to attend, the travel, accommodation and subsistence costs of this person will be paid for by EDICa, up to £500.
- If you, as an invited attendee, need a carer to cover for a person you normally care for, over and above any hours that are usually paid for, you may claim a reasonable hourly rate for the time that they need the additional cover. This includes care for children and adults.

Remuneration for individuals at an institution which does not have the funds to support travel and accommodation

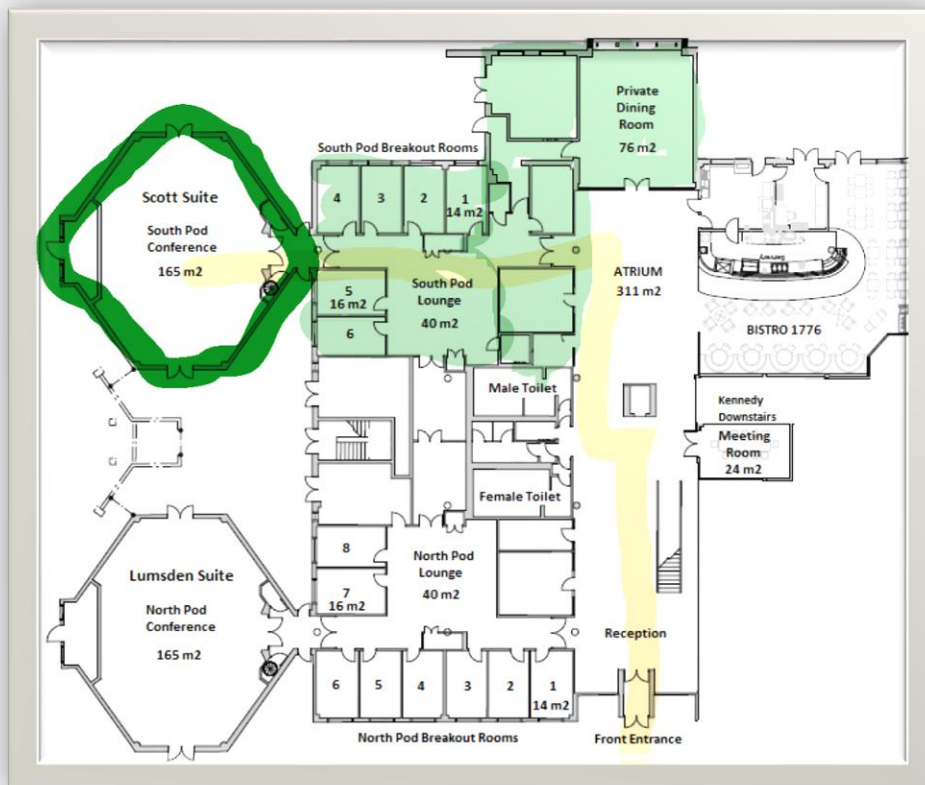
EDICa is aware that many institutions do not have the funding to support attendance at events. As an invited attendee, if your department is unable to support you with travel and accommodation, EDICa will remunerate these costs up to £500 for travel, accommodation and subsistence. We will require a letter of support from your department/institution.

About the venue

Our symposium will take place in the Scott Suite in the Edinburgh Business School, located on Heriot-Watt University's campus. The campus is located on the western edge of the city, near the City Bypass.

Below is a floorplan of the ground floor of the Edinburgh Business School:

- There is a main reception and a double height atrium. To the right is Bistro 1776, a café open to the public but mainly used by HWU staff, students and visitors.
- To the left is the Scott Suite (where the event will be held), comprising of a lounge, six small rooms, and the main conference room seating a maximum of 70 in comfortable chairs. The room will be set up with groups of tables of about 8 chairs.
- We will be eating in the Private Dining Room which faces south and is window lined.
- The toilets are situated just off the main atrium.
- The lounge will be a quiet place to sit when the conference is under way, apart from the breaks when it will be busy.
- We will also be setting aside one of the small rooms as a quiet space.
- For further photos of what the space looks like, see the bottom of this document.



Accessibility

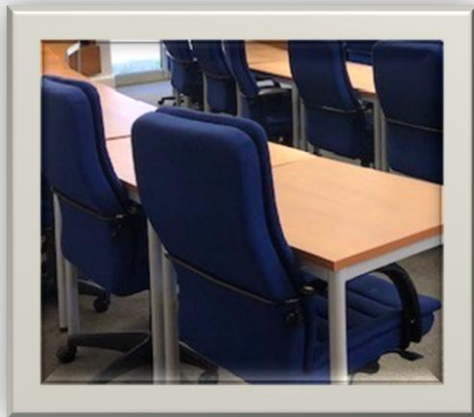
The venue is on the ground floor through automatic front doors. Doors into the Scott Suite are manual-opening-only and will be staffed with people to open them for attendees or they will be propped open. For toilet provision, see further down in this document.

A **British Sign Language** interpreter can be provided for in-person attendees, if requested **by 20 October**, one month before our event. This is due to the limited availability of interpreters and our desire to enable our interpreters to work where they are needed. We will have separate BSL interpreters online providing interpretation.

The Scott Suite is supported by a **sound system** with microphones and speakers. **Captions** will be switched on using the Zoom platform on the big screen. We will reserve seats near the front for people who might want to use captions. The EDICa team have tested the system with different voices and accents and found it sufficiently accurate.

Where possible we will **provide slides** of presentations in advance on our webpage.

Recordings will be made of the symposium sessions, and these can be accessed after our event. EDICa event recordings are stored on our website www.edicaucus.ac.uk and on our YouTube channel - <https://www.youtube.com/@EDICaucus>.



The **chairs** in the Scott Suite are upholstered and sitting on 5-wheeled castors. The chairs can tilt back and will be arranged in groups of tables.

A **quiet room** will be set aside for people who need just a bit of decompression space or to step away from crowds and noise.

If you require a **space for breastfeeding or expressing**, let us know and we will provide a dedicated space. You will be able to log into the symposium via Zoom to continue watching if you wish. We have access to a fridge in the office space above the Scott Suite. HWU has a dedicated breastfeeding space in the nearby Hugh Nisbet building. The Front Desk can provide the code to access it.

Fidget toys will be provided for people to use.

Red-coloured lanyards indicate people who **do not want to be in publicly-shared photographs** of the event.

Stickers will be provided at registration for people to choose from, which indicate whether they are: a) happy to talk and network with anyone, b) happy to talk to people they know, or c) preferring not to talk.

Accommodation information

There is a wealth of hotels and B&Bs to stay in Edinburgh. For bus routes, the number 25, 34, 35, and 45 on the Lothian Bus map go directly to the main reception, just steps away from our venue. If you wish to stay on the Royal Mile, then bus 35 goes directly along there to HWU. If you wish to stay on Princes Street, then both 34 and 25 go direct. If you want to stay in Haymarket, near the train station and tramline, then the 25 is the best route here.

There is a [Marriott Courtyard Hotel](#) on campus, which hosts the Scottish National Rugby team when they're in residence at HWU's Oriam sports facilities. The hotel is a 5-10 minute walk from the Edinburgh Business School. We have reserved a block of rooms for attendees who wish to stay.

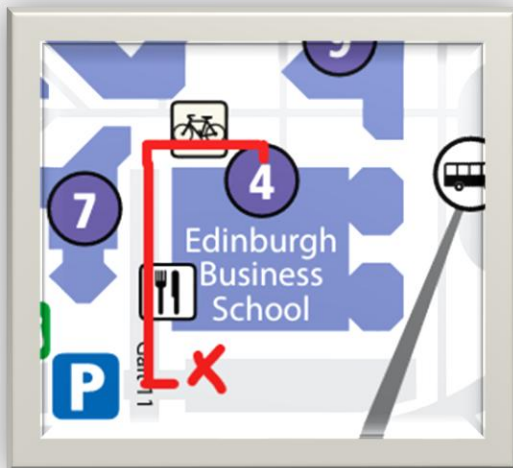
The university also has the [Paul Stobart Building](#) complex comprising of 29 executive ensuite rooms, and is just steps away from our venue. Let us know if you would like to book here.



Transportation information

- **Trains** – the main station, Edinburgh Waverley, is a half-hour taxi to campus or a 40-minute bus ride on the Number 25 Lothian bus which runs every 12-15 minutes. Buses are tap-on/tap-off and easy to use. Edinburgh Park station is on the faster Glasgow line and is a 45-minute walk to campus. Curriehill station is on the slower Edinburgh/Glasgow line and is a 20-minute walk to campus.
- **Trams** – the nearest tram stop is Edinburgh Park, with a 45-minute walk to campus.
- **Airplane** – Edinburgh airport (appropriately with the IATA code EDI), is only a 10-minute taxi or drive from campus
- **Car** – there is plenty of parking for guests on campus. Make sure you park in a visiting parking lot by checking this map - [linked here](#). Car parks H, J, are closer, but car parks A and B near the main entrance are also a short walk away. There are e-vehicle charging spots which can be seen on this map - [linked here](#).

For disabled parking, there are disabled spots right behind the Edinburgh Business School in the right hand side of Car Park G (not showing on the map). Cars can also drive onto the brick-paved apron of the Edinburgh Business School and drop a passenger with mobility needs right in front of reception.

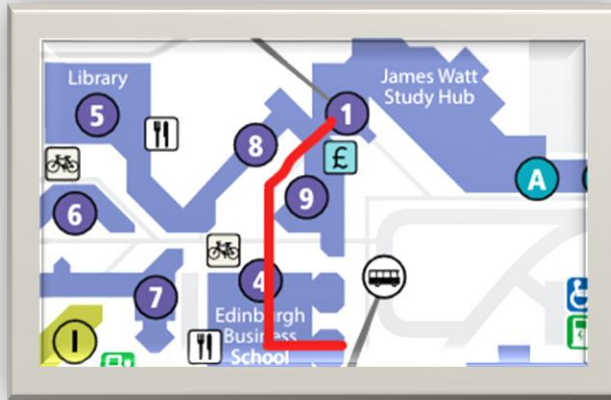


The building has brand new automatic opening doors which don't require any buttons pushed.

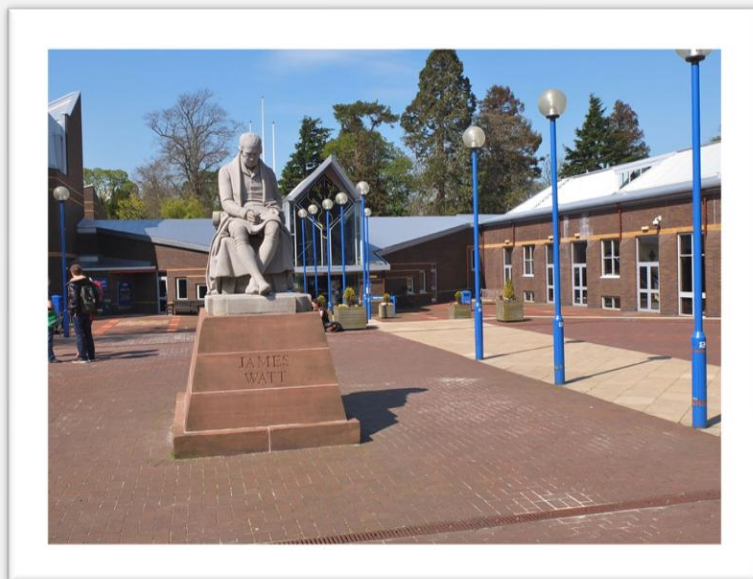
- **Cycling** - the Union canal runs near campus and can be a pleasant way to journey to campus. [Use this link](#) to plan your journey. [This map](#) indicates where there are places to lock up your bike. There is a shower available to attendees just up stairs or up the lift in the Edinburgh Business School, then turning east towards some glass doors there is the single-room shower on the left, unlocked and freely accessible.

Luggage storage

While the Edinburgh Business School has a reception, and there are spaces in the Scott Suite to leave suitcases, for secure storage you should use Heriot-Watt's main reception, just a minute's walk away.



Alternatively, if coming from outside, find the statue of James Watt and go in the main entrance to find reception:



Posters

There is too much amazing research being done for us to present it all in panels. We will have posters displaying some of the other research undertaken by our Flexible Fund awardees and our postdoctoral researchers.

Where possible, we will save these on our webpage for reading at leisure.

Virtual Reality demonstration

EDICa has co-designed and developed with Animmersion a virtual reality experience of what an enabling workspace can be. During break times, attendees will have the opportunity to don virtual reality headsets and explore this space. A flat-screen version of the experience will be made available for those unable or not wishing to view it with the virtual reality headset.

Catering

Our catering will be provided by Heriot-Watt University and we will ensure there is a substantial selection of vegan and vegetarian food. Should have dietary requirements, please inform us through the registration form or by email

edicaucus@hw.ac.uk

Toilet access

Off the main atrium there are toilets with at least 6 cubicles. Opposite those toilets is an accessible toilet with a push button to open the door.



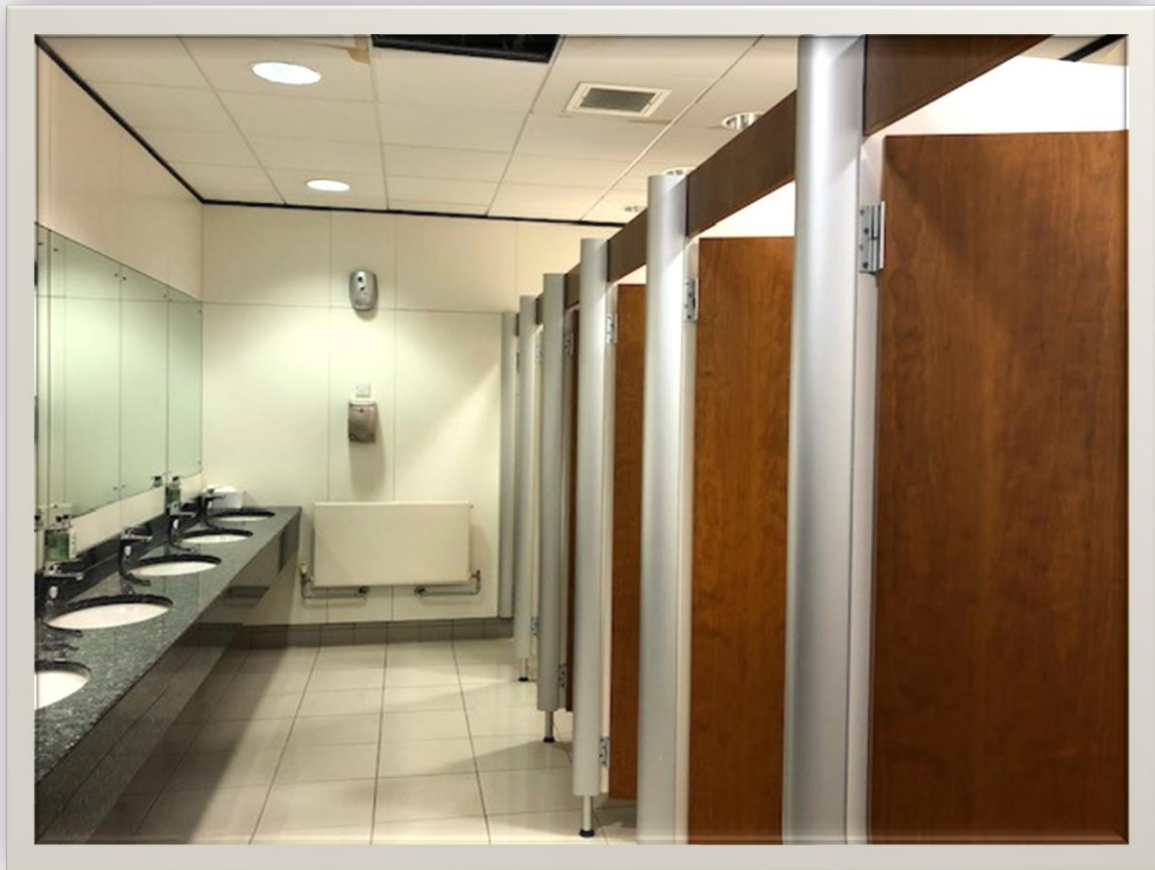


Photo tour of the venue

**Disclaimer: photos taken in July. Will not reflect the light or foliage of 20 November in Scotland.*



Car park looking east towards the exterior of the Scott Suite. This car park is not for visitors, except disabled people.



Back exterior of the Edinburgh Business School, including the glass windows of the private dining room.



Car park showing the EV charging spots, and the lane leading towards the Edinburgh Business School



Lane leading to the entrance of the Edinburgh Business School



The end of the lane and the start of the brick-paved apron in front of the Edinburgh Business School.



Front apron in front of the Edinburgh Business School. In the distance is the tunnel towards the bus stop.



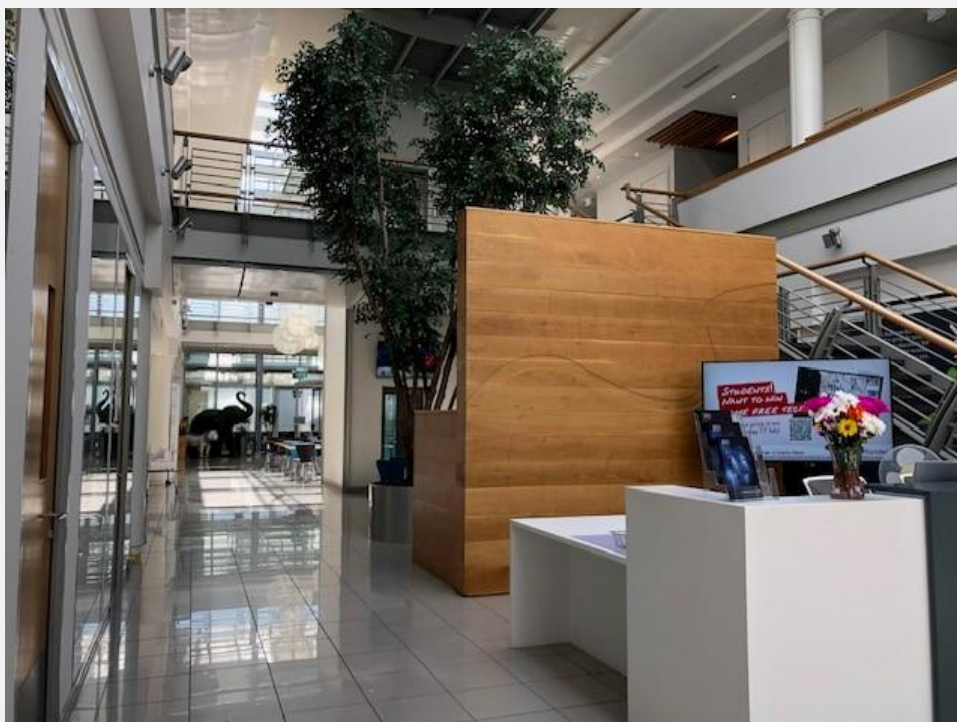
Front entrance to the Edinburgh Business School



Across the front apron towards the tunnel to the bus stop and the main entrance and reception to HWU.



Reception on first entering the Edinburgh Business School. Head left towards the Scott Suite.



Walkway towards the Scott Suite and past the toilets.



Viewpoint looking down towards reception from the upper floor.



Viewpoint looking down towards reception from the staircase.



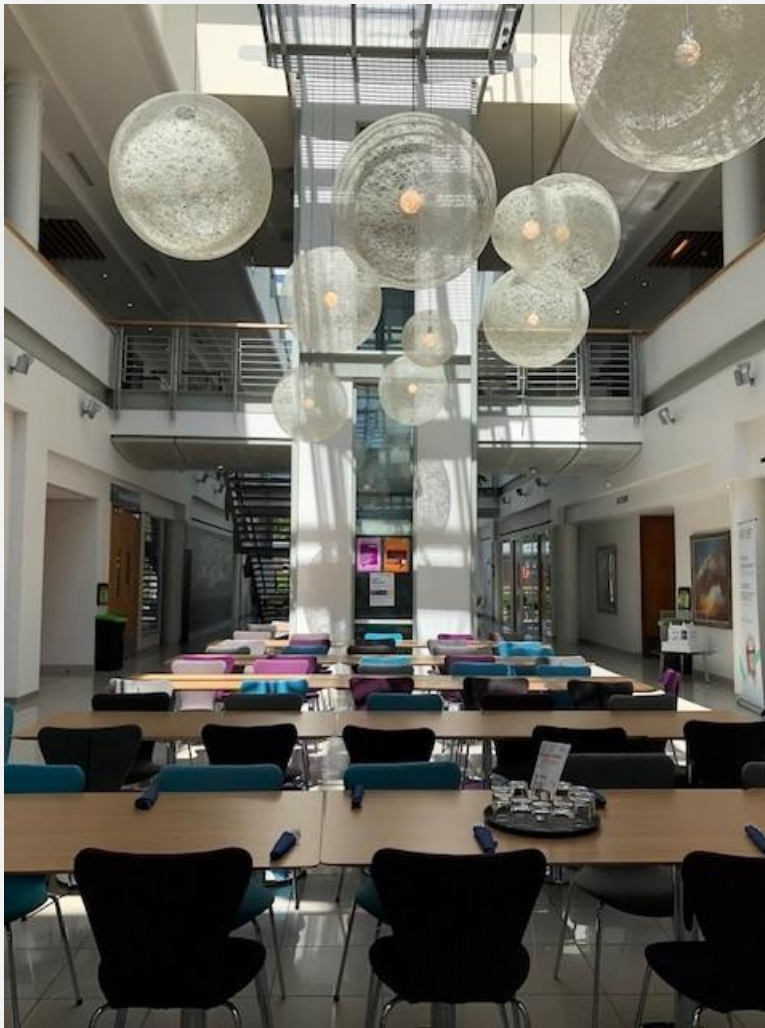
The lift to the upper floor and along the walkway to the Scott Suite and the Private Dining Room.



The 1776 Bistro which is open to the public and serves drinks, sandwiches, soups, salads and two options for a main meal.



Viewpoint looking down towards the Bistro sitting area in the atrium, looking towards the private dining room.



Bistro sitting area in the atrium, looking back towards the main entrance.



The Private Dining Room where our symposium food will be served.



Entrance to the Scott Suite.



Scott Suite lounge area, off of which are 5 small rooms where we will hold virtual reality demonstrations, and one which will be reserved as a quiet room.



One of 5 small rooms off the lounge area, where virtual reality demonstrations will be held.



The space we will turn into a quiet room.



Walkway alongside the lounge and past the small rooms towards the large conference room.

Entrance to the conference room, with two emergency exits to the left and right.





The Scott Suite conference room. On the day we will be set up with groups of tables.



