

# CIPD Scotland Annual Conference 2024

12 March, Edinburgh



Network: delegate  
Password: haymarket

@CIPDScotland  
#CIPDScotConf24

## Event times and registration

Registration opens 08:15\* (we anticipate it will be busiest between 09:10 - 09:30)  
Event times 09:30 - 17:35 (Drinks reception 16:35 - 17:35)

\*If you're an Exhibitor, please note that entry for set up is from 07:15.

Please allow sufficient time for arrival and have your barcode ready to scan at a badge station. There is a free cloakroom located near registration, note this may be busy during peak times.

## Venue, travel and accommodation

EICC, Strathblane entrance (to the left of the Lennox entrance)  
The Exchange, 150 Morrison Street, Edinburgh EH3 8EE

To reduce your carbon footprint we would strongly recommend travelling by public transport where possible. The EICC is well served [by public transport](#).

Enter the passcode: **HAYM06924** on the [accommodation website](#) for special rates.

## Mobile event app for onsite

Save the [mobile event app](#) as a bookmark or on your home screen before you arrive onsite.

- View the full agenda, including room locations and speakers profiles.
- Participate in live Q&A.
- Browse the exhibitor directory.
- Download a PDF of the exhibition floor plan.

Internet is required when you first open and save the page. Once you've successfully saved as a bookmark or on your homescreen, you can revisit the page without internet. (Note that the Q&A button redirects to slido.com which does require the internet).

## Breakout sessions

To avoid your seat for a pre-booked session being offered to someone else, please arrive at your session at least 5 minutes before the session start time.\*

If you booked sessions during registration, your session code (e.g. A1) is printed at the top of your badge. You can add or changes until 8 March. After 8 March, to add or swap sessions, please arrive at the session on the day and providing there are available seats you will be admitted.

\*Priority access is given to pre-booked delegates, however, empty seats will become available at the session start time. To avoid disappointment, please turn up early.

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## Speaker Q&A and presentations

Slido can be accessed via the Q&A button on the [mobile event app](#), or via this [direct link](#). Questions will not be visible until approved by the moderator.

1. Click on the session from the drop down menu (workshops are excluded).
2. Compose your message and send! (Anonymously if you wish to).

## Lunch and refreshments

Lunch\* and refreshments is included (breakfast is not included). The main menu will cater for gluten-free and vegan options. If you have a food allergy or dietary requirement, please ensure that you indicated this on your booking so that the venue can be informed. Allergen information will be displayed near the catering stations – delegates who cannot eat from the main menu should visit the allergen station.

**\*Included in the price of your ticket is a standing hot fork lunch. Some seating is available in the exhibition – please be mindful and offer your seat to anyone unable to stand.**

## First aid, evacuation and security procedures

If you or anyone requires first aid, please speak to the venue or event staff. All first aid incidents should be logged and reported to the organiser via the help desk. Upon hearing a continuous alarm, please make your way to the nearest safest emergency exit (please do not use the lifts). Fire marshals will be directing to the designated assembly point. Please ensure that you are wearing your badge and keep your belongings with you at all times and report anything suspicious to a member of staff. Please hand lost property to the help desk.

## What we are doing to make the event more accessible

We ask all our attendees if they have any additional requirements as part of the registration process and make every effort to accommodate them. We're committed to making this event accessible to everyone.

- EICC is designed for maximum accessibility for all events, this includes full accessibility to wheelchair users. [Find out more](#) about what EICC is doing to improve accessibility.
- There is a quiet room for anyone who needs it, please feel free to come here to regulate and de-escalate.
- There is no formal dress code, please dress as you feel comfortable.
- Anyone with an accessibility requirement will be offered a different coloured lanyard so that stewards may easily identify and offer support.
- Hearing assists will be available in all sessions.
- If you're bringing a support animal, please visit the help desk where staff will be happy to assist with any arrangements such as supplying a water bowl or resting place.

Should you have any queries or concerns please visit the help desk during the event, or email [cipdevents.tickets@haymarket.com](mailto:cipdevents.tickets@haymarket.com) if your query is before the event.