

Joint RACs meeting on offshore MPAs
5-6 March 2008, Scottish Parliament, Edinburgh

Meeting Information

On 5-6 March 2008, the Scottish Parliament, Edinburgh, will be the venue for a joint RAC meeting (of 60-70 attendees) co-hosted by the NSRAC, NWWRAC, SWWRAC and Pelagic RAC, with representation also from the Baltic RAC and other interested RACs, invited experts and practitioners. We are most grateful to the generosity and hospitality of the Scottish Parliament for making this venue available.

In this document you will find information regarding hotels access to the venue and information on travel and transport. If you should need any further information please contact the one of the following RAC Secretariats

NSRAC: Ann Bell: ann.bell@aberdeenshire.gov.uk
NWWRAC: Patricia Comiskey: Comiskey@bim.ie
Pelagic RAC: Aukje Coers: a.coers@pvis.nl
SWWRAC: Benoit Guerin: bguerin@ccr-s.eu

or from the following websites:

www.nwwrac.eu; www.nsrac.org; <http://www.pelagic-rac.org>.

Meeting Venue

The Meeting will be held in the Scottish Parliament, Edinburgh. The new Scottish Parliament building is located in the Holyrood area of central Edinburgh at the foot of the Royal Mile near to the Palace of Holyrood House. Access to the Scottish parliament will be via the Public Entrance on Horse Wynd.



A reception desk will be open in the entrance hall for registration for the meeting from 1.00pm onwards. Please register at this desk first and members of staff will escort you to the meeting room. Please read annex 1 of this document regarding security, evacuation and conduct information issued by the Scottish Parliament.

Travel

Flights

Edinburgh is well accessed by flights into Edinburgh Airport. Alternatively if you find it difficult to get flights directly to Edinburgh Airport flights can be taken into Glasgow and/or Prestwick and a train taken to Edinburgh.

For details on each of the airports and access to and from Edinburgh city please see the following websites:

<http://www.edinburghairport.com/>

<http://www.glasgowairport.com/>

<http://www.gpia.co.uk/>

Train

Edinburgh Waverly is the closest station to the Scottish Parliament building and is a fifteen minute walk. Taxis are available at the station.

For enquiries contact national rail enquiries

Tel: 08457 484950

Website: www.nationalrail.co.uk

Bus

For timetable enquiries contact

Lothian Regional Transport

27 Hanover Street

Edinburgh

(open Mon-Sat 8.30am-1800)

Tel : 0131 - 555 6363

Traveline Scotland

Provides information on bus and train travel from within Scotland

Telephone: 0870 608 2608

Text phone: 0870 241 2216

Website: traveline.org.com

Car Parking

There is no public parking available at the Scottish Parliament building at Holyrood. The following public car parking facilities are available nearby:

- St John's (Holyrood Road)
- Waverley (New Street)

Hotels

The following hotels are close by the Scottish Parliament buildings.

2-5mins walk

MacDonald Holyrood:

http://www.macdonaldhotels.co.uk/holyrood/index.htm?macd_source_link=http://www.macdonaldhotels.co.uk/hotels/location_hotels.htm

Holyrood ApartHotel:

<http://www.expedia.co.uk/pub/agent.dll/qscr=dspv/nojs=1/htid=561406/crti=2/hotel-information>

10-15mins walk

Jury's Inn: http://www.hotelclub.net/hotel.reservations/Jurys_Inn_Edinburgh.htm

Travelodge: http://www.travelodge.co.uk/find_a_hotel/hotel.php?hotel_id=205

Radisson: <http://www.edinburgh.radissonsas.com/>

15-20mins walk

Apex Hotel: <http://www.apexhotels.co.uk/hotels/edinburgh-city/find-us/>

The RAC secretariats will not be organising accommodation for this meeting and bookings must be made by the individual.

Reimbursements for this meeting should be made via the RAC that you are representing this should be confirmed with the relevant secretariat first.

Languages

The meeting will be held in three languages, English, French and Spanish, simultaneous translation will be available throughout the meeting.

Annex 1



Information for guests attending events at the Scottish Parliament

If you require this information in an alternative format please contact the organiser of your event.

Code of behaviour for public events

You should ensure that you read this Code carefully as your confirmation that you will participate in an event constitutes your acceptance of the Code.

Attendees at events at the Scottish Parliament are expected to:

- Enter and leave the building quietly
- Switch off mobile phones, pagers and other electronic devices
- Obey instructions given by parliamentary officials
- Not leave baggage and personal items unattended
- Wear delegate badges at all times when these are supplied
- Conduct themselves with consideration for the safety and comfort of other guests
- Eat, drink or smoke in designated areas only

On arrival

Please arrive via the Public Entrance unless your letter or invitation specifically mentions using one of our other entrances. The Public Entrance is accessed via Horse Wynd.

Invitation/ confirmation letter/ticket

Please retain your invitation/confirmation letter/ticket and bring it with you to the event as these will form part of the security procedures and you will be asked for them on arrival.

Queues at the entrance

If your event is on during the day, there may be a queue of people waiting to get into the building. Please follow any signage for event attendees or make your way to the

top of the queue and let staff know that you are here for an event. Please remember though that the queue may just be other delegates for your event.

Security

Security procedures will be in place for all persons entering the building. This includes an airport style check.

Evacuation of the building

Evacuation procedures will be outlined at the beginning of every event. Should it be necessary to evacuate the building, Security personnel will provide instructions and assistance.

Evacuation for people with additional requirements

If you will require additional assistance in the event of an evacuation, prior to your attendance please contact:

Lindsey Davey

Tel: 0131 348 6261

Email: Lindsey.davey@scottish.parliament.uk

Photography

Parliamentary photographer

Photographs may be taken during the event by the Parliamentary photographer. These images may be used by the Scottish Parliament in future publications and publicity materials; in publications by the Scottish Parliamentary Corporate Body and on the official website of the Scottish Parliament.

Public photography

Restrictions apply.

Crèche

The public Crèche at Holyrood is the only facility of its kind in Europe and is considered by the Scottish Parliamentary Corporate Body to be an important part of creating an open and accessible Parliament.

The Crèche provides care for children aged 0-5 years, and can take up to 10 children at any one time. The crèche is open for business from 08:00 to 18:00hrs on weekdays. Visits are limited to three hours to cover for the normal length of committee sittings or plenary debates. The crèche can also be used between 08:00 and 18:00hrs by people attending events,

Admission is either by pre-booking, for parents attending Parliamentary business, or on a drop in basis for visitors. Please contact the Crèche directly if you require childcare whilst attending an event at the Scottish Parliament.

Contact: Hazel Fortune or Letitia Simpson

Telephone: 0131 348 6192

Mailbox: kidcare@scottish.parliament.uk

Accessible parking

There are 6 accessible parking spaces for disabled visitors on Horse Wynd directly opposite the public entrance to the building.