

Dear Delegate,

We are looking forward to seeing you at the Systematics Association Conference.

Please take a few minutes to read the following as it contains important information about the conference with regard to:

- 1) Registration
- 2) Using ICT facilities during the conference
- 3) ICT formats for presentations
- 4) Transport to the conference
- 5) Open Session presentation lengths
- 6) Linnaeus lectures
- 7) What to bring with you
- 8) Any further questions

### 1) Registration update

- Registration on Monday 27<sup>th</sup> August will take place at Pollock Halls (18 Holyrood Park Road, EH16 5AY) in the *Prestonfield Room* between 1400 and 1800. A location map of Pollock Halls is attached. The Prestonfield Room is in the John McIntyre Centre. If arriving after 1800 please go the *Reception Centre* to check in. Please note that registration is NOT available at the Royal Botanic Garden on the 27<sup>th</sup>.
- Registration for every other day of the conference will take place in the Royal Botanic Garden Edinburgh. \*\*Please ensure you come to the entrance at 20A Inverleith Row, EH3 5LR\*\*. This is the building with the prominent flag poles. A map is attached.

### 2) Using ICT facilities during the conference

The following will be available:-

- Delegates have access to the internet (e.g. to check e-mail) via 16 PCs in the RBGE's ICT Suite. No password is required to use this facility. Content monitoring and filtering is in operation.
- Delegates who are presenting will also have access to 4 PCs which may additionally be used for editing PowerPoint files. USB connections and CD re-writer is included in each. A temporary login name and password will be provided to allow access to PowerPoint.
- Delegates with suitable laptops will have wireless access to the internet within the Exhibition Hall Classroom. The SSID is **rbgewireless** and the password is **rbgquest**. Content monitoring and filtering is in operation.

### **3) ICT formats for presentation**

- The presentation computer in each venue is a PC running Windows XP. Default presentation software is MS Office PowerPoint 2003, with video only output to a digital projector. An audio output facility from the computer is only available in the Conference Room, not the Lecture Theatre. Files originated from PowerPoint 98 onwards should work correctly. If you have prepared your file on a Mac please check your presentation on a PC prior to the conference.
- You are asked to provide your presentation file on the day before your talk. It will then be loaded onto the computer. For those presenting on the first day please provide it during any break prior to your slot.
- You may provide it on USB memory key (preferred) or on CD. You are advised to have a backup copy available. Please name your file in the style 'AuthorFamilyname ShortTitle'. For example John Smith's presentation titled Orchid Systematics will have a file name 'Smith Orchid'.
- Your presentation will normally be started for you by the Session chair. The presentation will be run using Presenter View (or PowerPoint Viewer). This allows you to view your notes on the computer screen. The PC screen will show the Notes area, slide forward and reverse buttons, and a slide image. The projector will show only the slide. Slides may be changed by clicking on the forward and reverse buttons on the screen, or by using the Spacebar. Please note that the facility to jump to any numbered slide is not available in this mode. A mouse and remote control (with laser pointer) are also available.
- Access to PowerPoint for editing prior to handover of your file is available in the ICT Suite, as described below.

### **4) Transport to conference**

- Directions to the conference venues and information on public transport can be found in the attached document and maps
- Please try to AVOID coming to Royal Botanic Garden Edinburgh by car.
  - Parking around Royal Botanic Garden Edinburgh is metered parking costing c. £1 an hour and is restricted to 4 hours maximum stay.
  - Parking without a meter is available in roads to the North of Royal Botanic Garden Edinburgh approximately 15 minutes walk away.
  - Due to very limited space we can only offer parking permits for the Royal Botanic Garden Edinburgh car park under exceptional circumstances.

### **5) Open Session presentation lengths**

- Open Session presentation are 15 minutes long with a further 5 minutes for questions.

## **6) Linnaeus lectures**

- During the week of the conference two lectures on Linnaeus are being given in Royal Botanic Garden Edinburgh Lecture Theatre which you may be interested to attend.
  - Monday 27<sup>th</sup> August 1900 to 2000 – *Linnaeus's Global Reach* Sandy Knapp
  - Friday 31<sup>st</sup> August 1900 to 2000 – *The Unfinished Journey of Linnaeus* Paul Cox

## **7) What to bring with you**

- The weather in Edinburgh has been very unpredictable this summer so we strongly advise you to bring the following items with you:
  - A waterproof jacket and/or an umbrella
  - Warm items of clothing such as a jumper
  - Light clothing in case of warm weather

## **8) Any further questions**

- If you have any further questions regarding the conference please email me [jbarrett@rbge.ac.uk](mailto:jbarrett@rbge.ac.uk)

Best wishes

Jess Barrett