

SDinGov 2023 - Participant Joining Information

SDinGov is back in person **next week** and we're looking forward to seeing you there! We're sharing some information to answer any questions you may have and help you to prepare for the event.

First, we would like to take this opportunity to say a special thanks to our SDinGov sponsors:

[EY Seren](#), [Border Crossing UX](#), [Snook](#), [cxpartners](#), [Transform](#), [dxw](#), [Consent Kit](#) and [QWAN](#) who help make the conference possible. Be sure to speak to them during the event.

Please Note - There are building works taking place on campus during our event - as such there may be diversions to walking routes through the campus - specifically from main campus reception to the entrance of the John McIntyre Conference Centre (JMCC). Please be mindful of this when arriving on site and adhere to any safety notices that may be in place.

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Event Information

- **Dates:** We are expecting you on/either - 20, 21, 22 September 2023
- *Check your ticket name to see if you have a 1, 2 or 3 day ticket*
- **Venue:** [John McIntyre Conference Centre](#) (JMCC), 18 Holyrood Road, Edinburgh, EH16 5AY
- **Wi-Fi** - will be available in all public areas and meeting rooms
- **Cloakroom** - There will be a cloakroom at the event - items are left at the owners risk.
- **Social Media:** LinkedIn - [SDinGov](#) Twitter / X [@SDinGov](#) and tag #SDinGov
- **Slack** - if you've not received your invite [join here](#)

Parking

- Whilst we encourage you to use public transport or to cycle, if you are driving, the JMCC has limited parking on site, which is on a first-come, first-served basis. They also have a small number of electric charging stations.
- There are 2 car parks within walking distance of the estate, these can be pre-booked if preferred, the details of those are – [Hermits Croft Car Park](#) or [NCP Car Park – Edinburgh Holyrood Road](#)
- Also, please check [Edinburgh Council Parking](#) using the postcode - EH16 5AY and this will show the surrounding streets indicating which streets have on street car parking and the associated costs.

Registration

- Tea/coffee and pastries will be available from 8.30am each day.
- When you arrive, you will be given a name badge, lanyard and programme booklet.
- Please wear your lanyard & name badge at all times.

Ticket changes

- If you are taking the place of someone else, you are required to **inform us before** the event.
- Splitting of tickets is **not** allowed (either in full or part days).
- If you need to amend your ticket, contact us before the event.
- For health & security reasons we need to know who is attending each day.
- We know that sometimes the unavoidable happens and you find you cannot join us at the last minute. Please do **not** give your ticket to someone else without first contacting and confirming this with us.

Cloakroom

- A room is available for coats and bags – items are left at owner's risk.
- You cannot leave items overnight.

Accessibility

- Please contact us to discuss any accessibility needs you may have.

Dietary Requirements

- If you have told us about specific dietary requirements these have been catered for – if you are unsure on anything, please speak to us and/or the venue hospitality team.
- **Allergens**
- *The Venue advises “We would like to make you aware that we cannot eliminate or guarantee that cross contamination of food items will not happen, from within our kitchens or on food service stations. Whilst we make every effort to limit contamination, and to accommodate dietary preferences and food intolerances (allergen specific, vegan or vegetarian) across our menu portfolio, our food may have come into contact with other food items and several allergens such as dairy, eggs, nuts or shellfish. For those with severe allergies or food intolerances we advise it may be best to consider providing your own food options”*
Our Wellbeing Portals display an allergen profile for each menu item, with additional dietary information such as nutrition, ingredients and calories to help customers make safe and informed choices:
More information can be found here - Conferences and Events: conferenceandevents.mysaffronportal.com/

Programme

- A printed booklet containing the programme will be provided when you arrive.
- The printed programme contains room names for each session.
- We recommend you use the [programme](#) published on our website for planning sessions to attend, as this is kept up to date with any last-minute changes and has more detailed session information.

Relay Tickets

Due to high demand for SDinGov tickets this year, we offered a limited number of relay tickets.

Our "Relay" ticket - gives full access to the conference as per the usual tickets, but it does not include access into the main room when the keynote sessions are on. Instead you will have access to Prestonfield - where a relay of the Keynote will be shown on screen. You should have been made aware by your ticket booker if you have this type of ticket, but we will also be letting you know at registration. In addition, anyone arriving late for the morning keynote, or who would like to avoid the main room (as it will be extremely busy) will be directed to this room.

Sessions

- Places at sessions are allocated on a first-come, first-served basis.
- Once the room and/or workshop capacity is reached, you will be asked to choose a different session.
- We do not take any pre-bookings for sessions.

Refreshments

- Will be provided during arrival, morning & afternoon breaks, lunch & the social evenings.

Book Swap

- At SDinGov we're all about learning new things, and sharing stories. So, to continue that theme, this year we're running a book swap.
- Bring a pre-loved book for someone else to enjoy, and choose a new book to take home. It's that simple.

Social evenings

- **Wednesday:** Join us at [The Caves](#) for drinks, networking and nibbles from 18.00. Directions can be found [here](#).
- **Thursday:** We will be offering some light snacks, drinks and games at the JMCC from 17:00.
- The social evenings are for participants of the conference only, please ensure you wear your name badge.

Code of Conduct

On registering for your ticket, you agreed to abide by the Code of Conduct. At its essence is behaving in an appropriate manner at a professional event, which we have found most participants manage without undue stress or struggle. You can view the full Code of Conduct [here](#).

Speaker Q&A

- **Questions must be concise, relevant and a question**
- We ask speakers to let participants know at the start of their session how they prefer to take questions
- We ask you to understand that, as a speaker, they're putting themselves in a vulnerable position
- We want them to feel safe and able to put their energy into their delivery without unwarranted distraction

Photography/Video

We will be taking photographs and videos of some sessions, speakers and participants during the event, which may be used for future marketing purposes and on social media. If you don't want to be in videos and/or photographs please let us know at registration and/or the photographer & videographers.

COVID-19 Safety at SDinGov

Although there are no COVID-19 restrictions in the UK, we know that for some of our community, Covid still has serious risks. We ask that you be mindful of other people's boundaries and take appropriate measures.

Participants (including speakers and sponsors)

- If you feel unwell during the event, please stay in your hotel room and / or return home - you must not participate in any aspect of the conference, including social events. Please contact us if you need any assistance.
- It is the responsibility of each participant to ensure they have a negative test before arriving at the venue, and participating at the event, on each day they attend.
- We will not check participants have performed these tests and are taking it on trust that you will behave professionally and with the safety of others in mind. We have a small set of spare Lateral Flow Tests if you have forgotten to test today.
- We encourage mask wearing within the indoor spaces, especially in the main lecture theatre.

Ventilation

- Where windows and/or external fire doors can safely open, we have asked the venue to keep them open during sessions.
- Air filtration will be provided via HEPA air purifiers in each session room and in the conference registration / sponsors area.
- We will also be monitoring air quality throughout the conference using CO2 monitors.

We will provide

- Hand sanitiser in all session rooms, refreshment areas, and on our registration desk
- Disinfection wipes will be available in session rooms and from our registration desk
- We will be carrying a UVC LED sterilising cube for small electronic items

Contact Info

Lastly, if you have any other queries don't hesitate to contact us:

- Event Producer, Louise - louise@software-acumen.com
- Event Coordinator, Dean - dean@software-acumen.com
- Marketing Manager, Lorna - lorna@software-acumen.com
- Business Manager, Allison - allison@software-acumen.com

We look forward to seeing you soon and safe travels.