

Fact Sheet 5: Support Services

Edinburgh Conference Centre
Heriot-Watt University

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Contacts

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Location

By Plane: 10 minutes' drive from Edinburgh Airport

By Train: Four hours by train from London Kings Cross

By Car: Six miles west of Edinburgh; one hour drive from Glasgow, Stirling and Perth

By Bus: Frequent service available from the City of Edinburgh

Conference Support Services

Conference Coordinators: handle all internal arrangements, providing specialist advice and continuous high level personal support

Translation Services: translation ranges from email documents to technical manuals. Returned quickly and costs are based on rate per 1000 words

Interpretation Services: teams of interpreters are available for multilingual meetings. State-of-the-art infra-red equipment is available with a PA system to complement and enhance the interpreting service

Media Studio: dedicated on-site facility providing a range of services from equipment hire to specialist and extensive AV technical support and advice.

With a professional banqueting team of 50, there is an extensive choice of dining from themed banquets to traditional Scottish cuisine. Banqueting options for private functions and Scottish themed conference dinners are available.

Scottish Themed Conference Dinners

What's included:

Four course Scottish banquet

Scottish themed table setting

Highland dancing accompanied by piper in full traditional dress

Optional Extras:

"Wee Dram" souvenir malt whisky

Toastmaster to conduct the proceedings

A tribute to Burns with the "Address to the Haggis Ceremony"

Musical entertainment from the fiddle or Clarsach

Full pipe band to "Beat the Retreat"

Scottish ceilidh to round off your evening in traditional style

Menu: Three menus to choose from with alternative vegetarian dishes available on request

Rates: Numbers of 100 to 250 – £30.00 (ex VAT) per person, numbers of 250 plus – £28.50 (ex VAT) per person.