

PRE-CONGRESS INFORMATION SHEET

**IPI World Congress and 55th General Assembly, Edinburgh, UK
27-30 May 2006**



This information will assist you on your arrival in Edinburgh. However, if you require any further information prior to arrival please contact Integrity International Events Ltd. on the numbers at the foot of this page.

MAIN MEETING VENUE

The official hotel of the IPI World Congress and 55th General Assembly is The Sheraton Grand Hotel. Situated in the heart of Edinburgh, the hotel nestles in the shadow of Edinburgh Castle and is just a short walk from the city's famous shopping thoroughfare, Princes Street.

Sheraton Grand Hotel
1 Festival Square
Edinburgh
EH3 9SR
Tel: +44 (0) 131 229 9131
Fax: +44 (0) 131 228 4510



USEFUL CONTACT NUMBERS

Integrity International Events office
(until 17.00 GMT Mon 24th May 2006)

+44 (0) 131 624 6040

Sheraton Grand Hotel

IPI Registration Desk, level 2
IPI Office, Mackintosh Room
IPI Office Fax
Press Office, Glenkinchie Room
Hotel fax number
(please mark faxes to IPI Congress)

+44 (0) 131 221 6474
+44 (0) 131 221 6495
+44 (0) 131 221 6496
+44 (0) 131 221 6423/6416
+44 (0) 131 228 4510

Integrity Emergency Mobile/Cell Number

+44 (0)7834 706645
+44 (0)7989 672727

Please note if you are dialling from the USA dial 011 before the country code.

REGISTRATION

Once you have checked into your hotel, please make your way to the Sheraton Grand Hotel, where you can register at the IPI Registration Desk, located on level 2 near the bar.

Both the Point Hotel and Caledonian Hilton Hotel are within 5 minutes walk from the Sheraton Grand and the Apex International Hotel is a 15 minute walk. However, if you do require a taxi, please enquire at the hotel concierge, where staff will be happy to book one for you.

For all business sessions: A shuttle service will operate between official hotels and the Sheraton Grand Hotel from Sunday 28th – Tuesday 30th May. A timetable will be included in the IPI Congress Handbook which will be distributed at registration.

IMPORTANT NOTE

Please ensure that you register and collect your congress documents by 18:30 hrs on Saturday 27th May. The congress document pack includes your name badge and also an invitation to the Civic Welcome Reception, being held in Edinburgh City Chambers on Saturday evening. For security reasons we kindly request that you remember to take both your badge and invitation with you.

The registration desk at the Sheraton will be open at the following times:

Friday 26 May	14:00 – 19:00 hrs
Saturday 27 May	08:00 – 20:00 hrs
Sunday 28 May	08:00 – 20:00 hrs
Monday 29 May	07:30 – 19:30 hrs
Tuesday 30 May	07:30 – 19:30 hrs

Please do not hesitate to contact the registration desk should you have any questions or require any further information or assistance.

IPI CONGRESS HANDBOOK

All the information which you may require during your stay in Edinburgh, including details of the business sessions, social events and transport schedules, can be found in the IPI Congress Handbook which you will receive when you register at the Congress venue, the Sheraton Grand Hotel.

BUSINESS FACILITIES

If you need assistance, please come to the IPI Registration Desk during its opening hours (see above). Please note that the hotel has a small business centre situated near the hotel lobby.

ARRIVAL IN EDINBURGH

Friday 26th May

Shuttle bus transportation will operate between Edinburgh International Airport and the Official Congress Hotels approximately every 30 minutes from 10:00 until 19:00 hrs

Saturday 27th May

Shuttle bus transportation will operate between Edinburgh International Airport and the Official Congress Hotels approximately every 30 minutes from 08:00 until 19:00 hrs

BY AIR - Friday 26th May and Saturday 27th May

International Flights - Upon arrival at Edinburgh International Airport and once you have collected your luggage, please exit the baggage hall, turn left and make your way, through the departures check-in area, to the IPI Welcome Desk located in the Domestic Arrivals Hall, on the ground floor. From here you will be directed to the IPI transportation shuttle service and transferred to the official congress hotels.

Domestic Flights - Upon arrival at Edinburgh International Airport please make your way to the IPI Welcome Desk located in the Domestic Arrivals Hall, on the ground floor. From here you will be directed to the IPI transportation shuttle service and transferred to the official congress hotels.

If you arrive by air on a different day or at a time which is outside the shuttle bus times on Friday 26th May and Saturday 27th May, and providing you have advised your flight details to Integrity in advance, a driver with an IPI sign board will meet you in the arrival hall and transfer you to your hotel. Otherwise, please make your own transfer arrangements. A taxi from Edinburgh International Airport to most city centre locations takes approximately 30 minutes and will cost approximately £14.00.

BY TRAIN - If you are arriving into Waverley Train Station the simplest way to get to your city centre hotel is by taxi. There is a taxi rank located at the train station which is clearly sign posted. The journey time to most city centre locations is approximately 5-10 minutes and will cost approximately £5.00.

BY CAR

From East - Follow the A1 West into Edinburgh and follow the signs to the city centre.

From North - Take the M90 from the North of Scotland, which passes through Perth. Cross the Forth Road Bridge into Edinburgh city centre.

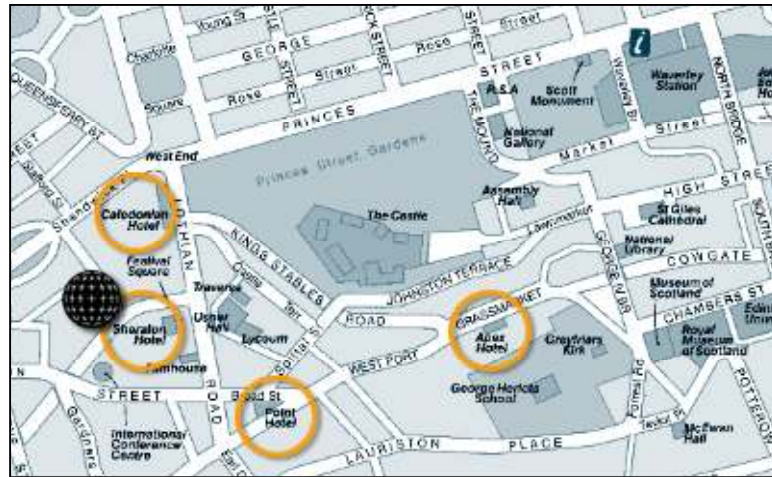
From West - Take the M8 Motorway from Glasgow, which joins the A71, to the city centre.

CAR PARKING

Car parking is available at, or very nearby, all of the official congress hotels. Charges vary between £9.50 and £13.50 per 24 hours. Please check with your hotel reception upon checking in for further information.

EDINBURGH CITY CENTRE

The map below indicates the location of each official hotel and the main congress venue, the Sheraton Grand Hotel.



ACCOMODATION

If your accommodation details have changed at all from those outlined in your Personal Confirmation or you require accommodation but have not yet booked it, please contact the Edinburgh Convention Bureau.

Tel: +44 (0) 131 473 3874 Fax: +44 (0) 131 473 3878

Email: conventions@conventionedinburgh.com

WORKING JOURNALISTS

Complimentary registration is available for working journalists covering the IPI Congress. A Working Journalist registration covers journalists for the Opening Ceremony at the Scottish Parliament on Sunday 28th May, but does not include buffet lunches or admittance to the social events.

A Press Room is available in the Glenkinchie Room at the Sheraton Grand Hotel from Saturday 27 May – Tuesday 30 May. It is available to Working Journalists only and opening times are:

Saturday 27 May	12:00 – 18:00
Sunday 28 May	09:00 – 18:00
Monday 29 May	09:00 – 18:00
Tuesday 30 May	09:00 – 18:00

Contact telephone numbers for the Press Room are:

	Within the UK	From outside the UK
Telephone	0131 221 6416	+44 131 221 6416
	0131 221 6423	+44 131 221 6423
Fax	0131 221 6478	+44 131 221 6478

INTERNET ACCESS

If you have a laptop and wish to access the internet, wireless access can be obtained through T-Mobile, and tickets are available at the Sheraton Hotel main reception desk on level 1. Prices are:

£5.00	- 1 hour	£7.50	- 3 hours
£13.00	- 24 hours	£30.00	- 1 week

Integrity International Events Ltd

The Coach House, 7 St Alban's Road, Edinburgh EH9 2PA UK
tel:+44 (0) 131 624 6040 fax: +44(0) 131 624 6045 e-mail: info@ipiedinburgh.com

GENERAL INFORMATION

BANKS

Most banks are open each weekday from 08:30 – 15:45. They are closed on Saturday and Sunday. At other times, money can be exchanged at the hotel reception, Waverley Railway station and the airport. The nearest cash machine (ATM) is located on Festival Square in front of the Sheraton Grand Hotel. Please check with your hotel concierge for the nearest Bureau de Change.

ELECTRICITY

The electrical current in Britain is 240V AC. Plugs have three square pins and adaptors are widely available.

INTERNET ACCESS

At the Sheraton Grand Hotel, wireless internet services are available. Alternatively PCs with credit card / pre-paid voucher internet access are available in the hotel's business centre.

LANGUAGE

All presentations and discussions during the Congress will be in English, No simultaneous interpretation will be provided.

MOBILE TELEPHONES

Please note that you are asked to refrain from using your mobile/cell phone in the business sessions.

PHOTOGRAPHY

Please note that neither camera nor video photography is permitted at the Opening Ceremony at the Scottish Parliament.

SMOKING

Smoking in enclosed public places is banned in Scotland. This includes premises such as restaurants, bars, shops, cinemas, offices, hospitals, work vehicles and sports centres. Only a few exemptions to the law have been made, mainly on humanitarian grounds. For further information on this new law, please go to www.clearingtheairscotland.com

TOURIST INFORMATION

The main Edinburgh Tourist Information Office is open every day from 09:00–18:00 hrs:

Edinburgh and Scotland Information Centre, 3 Princes Street, Edinburgh EH2 2QP

Telephone: +44 (0) 845 22 55 121

Web site: <http://www.visitscotland.com>

TRAVEL INSURANCE

Please don't forget that delegates should arrange their own personal travel insurance.

WEATHER

The weather in Edinburgh in May is changeable. The average day-time temperature is 14°C and it can sometimes be fairly wet. For further details on local forecasts please visit:

<http://www.bbc.co.uk/weather>

Recommended Dress – In view of the fact that it can sometimes be quite cold in the evenings in May, we suggest that you bring a light to medium weight jacket.

ACCOMPANYING PERSONS TOURS

If you would still like to book your place on one or more of the accompanying person tours, please download the booking form from the website and send it to Integrity International Events as soon as possible. All the tours are rapidly filling up and therefore all new tour bookings are now subject to availability.

If you have already booked tours, a confirmation ticket will be enclosed in the document wallet which you will receive at registration. If you would like to book additional tours and/or change an existing booking, please go to the IPI Tour Desk which is located in the lobby of the Sheraton Grand Hotel. Opening hours are

Saturday 27 May	12.00 – 14.00 hrs	16:30 – 18:30 hrs
Sunday 28 May	12.00 – 14:00 hrs	16:30 – 18:30 hrs
Monday 29 May	08:30 - 10:30 hrs	12:00 – 14:00 hrs
Tuesday 30 May	08:30 - 10:30 hrs	12:00 – 14:00 hrs

Outside of these times, please do not hesitate to contact the registration desk should you have any questions or require any information or assistance.