



6<sup>th</sup> – 8<sup>th</sup> December 2017

The EICC, Edinburgh, Scotland, UK

## **Joining Instructions for delegates**

### **Before the event**

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#### **Registration:**

Registration is completed via the DDL Conference website. Student registration is free.

If you are or choose to become a member of The Aerosol Society, you will receive a discounted ticket option during registration.

#### **Conference App:**

The DDL2017 Conference is available as an event to download. The App contains the full programme, speaker biographies, exhibition floor plan and exhibitor profiles as well as the full DDL2017 abstracts\* (\*from 6/12/2017) and much more. To download the App search for CrowdCompass AttendeeHub in the App Store or Google Play. DDL2017 is listed as an event in the App and downloads in seconds.



#### **Accommodation:**

Convention Edinburgh has negotiated rates for DDL2017 and is pleased to offer a free online accommodation booking service to delegates.

To view and book the various accommodation options please click on the link below.

<https://cabsedinburgh.eventsair.com/ddl2017/homepage>

Credit card details are required to make a booking and confirmation shall be sent to your e-mail address.

Payment should be made directly with the accommodation provider at the time of your stay.

## Location:

The EICC is located at:

The Exchange Edinburgh

EH3 8EE

Scotland

The EICC Telephone Number is:

+44 (0) 131 300 3000

## Travel:

Edinburgh has an international airport with frequent transfers to the city centre:

**Trams** offer a frequent and reliable service linking the airport and the city centre. Trams depart from the airport every 8-10 minutes and the journey time to the City Centre is just 35 minutes. The service operates from the airport from 06.15am with the las™ tram leaving at 10.45pm. Tickets cost £5 for an adult single and £8 for an adult return. Delegates are advised to disembark at the Haymarket stop and walk towards the EICC along Morrison Street. This walk takes approximately 7 minutes. For more information about the Tram service please visit <https://edinburghtrams.com>.

The Airlink 100 operates a frequent **bus service** (every 10 minutes at peak times) between Edinburgh Airport and the city centre, with designated stops en route. The service starts at 04.30 and runs until 00.22 at night, with the journey taking 20 minutes. Tickets cost £3.50 single and £6.00 return. Delegates are advised to disembark at Haymarket Railway Station and to follow signs for EICC on foot (5 minute walk). See city centre map for directions. The N22 bus also departs from outside the Airport entrance and runs every half an hour through the night until the Airlink service starts again. For more information regarding these services visit [www.flybybus.com](http://www.flybybus.com). Reduced Bus Fares – Marketing Edinburgh, Convention Bureau have negotiated a special discount for bus travel with Edinburgh & Lothian buses. You are entitled to reduced fares on the Airlink bus ticket but also on the exciting city sightseeing bus tours.

There is an excellent **taxi service** from the airport to the city. You'll find official airport taxis at the taxi rank outside the terminal building (follow the signs within the airport). It costs approximately £15 to get a taxi from the airport to the city centre and the journey takes 20 minutes depending on the time of day.

## By Car

The EICC is right in the centre of Edinburgh. The main entrance is on Morrison Street. For directions from your home or office visit [www.multimap.com](http://www.multimap.com) and input EH3 8EE for the destination postcode. View up to date road travel Reports, updated every 5 minutes.

There are many car parks in close walking distance to the EICC. Click here for details on National Car Parks in Edinburgh. Additionally, there is a public car park at the Sheraton Hotel, 150 meters from the EICC, which has limited accessible parking spaces.

### **Certificate of Attendance:**

We recommend you download and bring with you the DDL2017 Certificate of Attendance which can be found on our website [www.ddl-conference.com](http://www.ddl-conference.com)

### **At the event:**

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#### **Dress Code:**

The dress code for the conference is smart/casual.

#### **Collection of conference badges:**

You can collect your conference ID badges from the venue both the evening before and on any day at the event.

#### Tuesday 5<sup>th</sup> December:

The organising team will be available on Tuesday 5<sup>th</sup> December between 16:00 – 18:00 at the EICC for you to collect your badges.

#### Wednesday 6<sup>th</sup> December:

Main registration opens at 11:00 – 12:00 on Wednesday 6<sup>th</sup> December.

#### **Free Wi-Fi:**

Free Wi-Fi is available for our delegates whilst they are at the conference.

Connect to the EICC network and enter the username: DDL2017 and password: inhalation.

Please note that this service is intended for casual internet access, email, etc. Exhibitors with business grade requirements, video/content streaming and other high bandwidth applications should order a connection suitable for their needs.

For further details and costs please email Sheila Coates [sheila@ddl-conference.com](mailto:sheila@ddl-conference.com).

## Schedule of events:

	Times	Schedule
<b>Tuesday 5th</b>		
Early registration	16:00-18:00	Collect conference ID badges and bags between these times
<b>Wednesday 6th</b>		
Registration	11:00-12:00	Collect conference ID badges and bags between these times
Lunch	12:00 – 13:30	Lunch served in the Exhibition Hall (Lennox Suite)
Oral Presentations	13:30 – 15:15	Lectures in Pentland Auditorium
Refreshment Break – including judging of Poster Presentations	15:15-16:45 <b>Judging between 16:00 – 16:45</b>	Refreshment break in Exhibition Hall
Oral Presentations	16:45 – 18:00	Lectures in Pentland Auditorium
Drinks reception	18:00 – 20:00	Drinks reception in Exhibition Hall including canapes, drinks and live music
<b>Thursday 7th</b>		
Registration	07:30 – 08:40	Registration and Refreshments in Exhibition Hall
Oral Presentations	08:40 – 10:10	Lectures in Pentland Auditorium
Refreshment Break	10:10-11:15	Refreshment break in Exhibition Hall
Oral Presentations	11:15-12:45	Lectures in Pentland Auditorium
Lunch	12:45-14:00	Lunch in Exhibition Hall
Delegates	14:00-15:30	Lectures in Pentland Auditorium
Refreshment Break	15:30-16:30	Refreshment break in Exhibition Hall
Oral Presentations	16:30 – 18:00	Lectures in Pentland Auditorium
Awards Ceremony	18:00-19:00	Awards Ceremony in Exhibition Hall with drinks
<b>Friday 8<sup>th</sup></b>		
Registration	08:30-09:30	Registration and Refreshments in Exhibition Hall
Oral Presentations	09:30-10:30	Lectures in Pentland Auditorium
Refreshment Break	10:30-11:45	Refreshments in Exhibition Hall
Oral Presentations	11:45-12:45	Lectures in Pentland Auditorium
Conference Close	12:45	Close of conference

For the Full DDL2017 Programme, visit the website [www.ddl-conference.com](http://www.ddl-conference.com) or download the APP

## DDL2017 Contacts

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For additional information or if you have any questions about the conference please feel free to contact the event organisers Sheila Coates and Nikki Evans.

[sheila@ddl-conference.com](mailto:sheila@ddl-conference.com) / [nikki@ddl-conference.com](mailto:nikki@ddl-conference.com)

+44 (0) 1275 849019

Visit the website [www.ddl-conference.com](http://www.ddl-conference.com)

Or download the App CrowdCompass AttendeeHub



**We look forward to seeing you at the conference!**