



Scottish Rural Parliament

Fringe Event Leaders: Briefing Notes 2016

Thank you for offering to do a fringe event. Please see details online and let us know if there are any changes to title, timing or description or you can no longer run the event:

<http://www.scottishruralparliament.org.uk/wp-content/uploads/2016/07/Fringe-workshops-draft-programme.pdf>

Arrival

- If you have delays or issues during your journey, please let us know ASAP if this means you cannot make your event. We can then let people know it has been cancelled.
- Please report to the registration/information desk at Brechin Community Campus when you arrive. Inform the team that you are providing a fringe event and if there is any updated information you need then they will provide this.

Fringe events/workshops

- Most of the fringe events have 15 minutes to set up and 1 hour for the event, unless longer has been requested. Please ensure the room is left tidy (there are bins provided outside all rooms) and vacate the room on time.
- You will find a projector and screen are available in each room.
- We have support available on hand but you may want to bring paper copies of presentations in case of any issues as a back-up.
- The majority of classroom spaces will have a computer available which could be used with a USB memory stick. The computer will be logged in and have limited access to the internet. If you would like to bring your own device i.e. laptop this can be connected by HDMI. The school **do not** have spare cables for this. In open plan areas presenters will need to bring their own device. This can be connected by HDMI or VGA, with a phono connection if audio is required. Most spaces have a white board and smart screen, please do not get these mixed up.
- There is very limited tech support available.
- It is your responsibility to provide any additional paper or stationary needed for your event.

Film and photography

- There will be filming and photography taking place throughout the Rural Parliament event for Scottish Rural Action use and for the use by the media. Your consent for this footage to be used is assumed under implied consent.

Parking

- There is parking available at the venue.
- Bus timetables for Montrose and Edzell will be in your delegate packs. The Shuttle bus on Saturday will run from opposite Mackie motors in Brechin Town Centre to Brechin Community campus between 08:00-17.30 and will run every half an hour.

Contact: Chris Kinloch, 07919562389

Address of venue: Brechin Community Campus, Duke Street, Brechin, Angus, DD9 6LB