



ITI Conference 2024

Accessibility guide - what is happening when



**Institute of
Translation
and Interpreting**

Introduction



Hi! Thank you for booking to attend the ITI Conference in Edinburgh, on 4 and 5 June.

This guide will give you an overview of what to expect at the Conference, including:

- [Before the event, what do I need to do?](#)
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There are Welcome drinks and some fringe events running on Monday, 3rd June. If you aren't attending any of these events Monday, we are looking forward to seeing you on Tuesday, 4th June for the ITI Conference at the [John McIntyre Conference Centre \(JMCC\)](#) in Edinburgh.

If you have any questions about the event, please contact Victoria Hill, on events@iti.org.uk, or Caroline Wells, on operationsmanager@iti.org.uk.

Lots of useful information about the JMCC can also be found on [AccessAble](#) and a virtual tour of the JMCC can be viewed in the [University of Edinburgh's website](#).



For further details about the venue, like floor plans and how to get there, please see our Venue accessibility guide.

Before the event, what do I need to do?



Ensure that you have booked your travel and accommodation. All conference tickets have tea, coffee, and lunch included. If you have an all-inclusive ticket, then the Gala dinner on the Tuesday evening has also been organised for you.



[Book into Fringe events](#) if you haven't done so already. We have several fringe events on Monday, Tuesday, and Wednesday. Please book them before you travel to ensure that you don't miss out.



Once the Conference app Canapii opens, complete your profile as per the instructions, and you can start to chat online with delegates who are attending the event either in-person or virtually.



Did you know we have a [Neurodiversity Network](#)? You could reach out to them beforehand to find out if they have any best practices from attending a previous conference, or why don't you join them?



Message the coordinator of any Networks you belong too, to see if they are planning to meet up.



First floor


You will find the registration desk at the top of the stairs and opposite the lift.

Registration desk

At the registration desk, you will receive a name badge and lanyard. There will be the stickers below within every badge holder. Delegates don't have to use them. There will always be an ITI Staff member at this desk, so if you need anything, please ask.

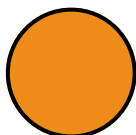
You can also pick up spare stickers from the desk.

What the stickers look like:



Happy to talk

You can place a white sticker with the words 'Happy to talk' on your top or badge holder so it can be clearly seen to encourage other attendees to talk to you. We appreciate it's not always easy to start a conversation.



If you need some time out and don't want to break up your quiet time, place the round orange sticker on your top or badge holder so it can be clearly seen, and other attendees know not to chat to you. They will be able to see your name on the badge holder so they can message you via Canapii, the Conference app.

You may want to take advantage of the quieter spaces that are available (more information below).

Event programme



We will be using 2 buildings. Streams 1, 2 and 4 are in the main JMCC and Stream 3 will be in St Leonard's Hall, a 2-minute walk away.

You can download the programme [from our website](#) if you wish to print it. It will also be available electronically via Canapii, the Conference app, in May.

You won't need to pre-register for any of the sessions. If there is a session you really want to be in, please do head there early so you can get a seat.

Some attendees bring headphones so they can sit in a different room or outside and watch the session live on their laptop if they find the room too busy.

Streams 1-3 are mainly for translators and generic sessions (e.g., AI or business skills) and the 4th stream is mainly for interpreters. There are a few sessions which may be of interest to both translators and interpreters.

If at any time during a session you need a comfort break, or you just need to leave, then this is okay.

Room capacities

	Pentland (made up of Pentland West and East)	Prestonfield	St Trinnean's	Holyrood
Which building?	JMCC	JMCC	St Leonard's Hall	JMCC
Which stream is this?	1	2	3	4
How many attendees does it hold?	300	132	49	30
Is there natural light?	Yes	Yes	Yes	Yes



Monday, 3rd June

You can register on Monday from 12 pm. At registration, you will be given your name badge. If you register on Monday, there will then be time for you to familiarise yourself with the venue. If it helps, a staff member can take you on a tour as soon as they are free to answer any questions that you may have and to reassure you.

Welcome drinks will be held between 5pm and 6.30pm in the Concourse and (weather permitting) on the open-air terrace of the [main JMCC building](#). The welcome drinks can get quite loud, but you are free to come and go as you please.

There are also a few fringe events and an additional CPD event on Monday, 3rd June that you can [book in advance on our website](#).

Tuesday, 4th June

There will be approx. 300 people in-person at the event on both Tuesday and Wednesday.

If you didn't register on Monday, you can still register today from 8am. The main event starts at 9am and finishes at around 5.15pm. There are fringe events running after the main conference.

All-inclusive tickets include the Gala dinner, which is at South Hall at 7.15pm. It is a few minutes' walk from the JMCC. However, there is dedicated parking for South Hall should you wish to drive, and this can be seen on the map in the venue guide.

Wednesday, 5th June

The main event starts at 10am and finishes at around 5.15pm. There are also fringe events running.

Tea and coffee breaks, and lunch



Once you have registered, you will find tea, coffee, and water in the drinks area which is marked as Centro on the floorplan. These will always be available. The main times for the breaks during the conference are:

	Tuesday	Wednesday
Upon arrival	8am – 9am	8am – 9am
Morning – Coffee break	10:20am – 10:50am	11:20am – 11:40am
Lunch break	12:30pm – 1:50pm	1:20pm – 2:35pm
Afternoon – Tea break	3:40pm – 4:10pm	3:25pm – 3:45pm

There are various seating areas around the JMCC, foyer, open air terrace and in the drinks area in Centro. Teas and coffees will be served in the JMCC building.

Lunch

Lunch is downstairs in the restaurant. Via the same entrance to the restaurant, you can also find a shop.

Outside the restaurant and to the right you will find an ATM.



Tea, coffee, and lunch are included in the price of your ticket. If you have advised us of any dietary needs, this will be explained at the conference.

Where are the quiet spaces?



We have marked the Nelson room in St Leonard's Hall as quiet space. You can use it to sit and watch a session (as long as you have headphones), to work quietly or to read a book.

If you don't have headphones and want to watch a session on your laptop, head to the tea and coffee area in the JMCC or to the marquee, which is on the open-air terrace. If the weather is nice, the end will be opened so you can see Arthur's seat.

Alternatively, head out of the building and walk around the grounds at Edinburgh University for some quiet time.

Sensory environment



Noise

The Welcome drinks may be quite loud. The volume will increase at the event during the breaks and lunch.

The Gala dinner may also be quite loud. There will be music before and after dinner. After the meal, you can move to the bar area next door.



Lighting

All rooms have natural light. Artificial light will still be used.



Smells

Lunch and refreshments will be served during the conference, so there may be food scents while it is prepared and served. You can take your refreshments to a quieter spot, but please return your plates and cups to the main area.



Don't forget to bring any sensory items with you that may help you manage the environment or will help you to enjoy the Conference more.