

Meetings/Conference bookings 2023-24

Event booking process booking the University's dedicated event spaces

For any bookings in the University's dedicated premium events spaces – The Rivers Suite and Chapel at Craiglockhart, the Glassroom at Merchiston and the Horizon Suite (LRC5) at Sighthill, please contact the Edinburgh Napier University Conference and Events team on conferences@napier.ac.uk who will advise next steps. Please note minimum numbers of 25 apply as standard to these spaces.

If you have a multi-day or multi-classroom conference enquiry please also contact the Conference & Event team who are here to help co-ordinate larger scale events.

Do please note that the Rivers Suite is the only dedicated conference space available year round currently as with the full return of staff and students, some event space has been re-purposed to be used as teaching space, limiting it's availability to book for events. This currently includes the Glassroom at Merchiston, the Chapel at Craiglockhart and the Horizon Suite (LRC5) at Sighthill.

The Rivers Suite can be booked year round via the Conference Office, as can the Chapel (but only for evening and weekend bookings) but please also note that for lecture hall or classroom bookings, these can only be booked once the timetable has been confirmed and published for each term.

We do understand that if you are organising a large scale or international conference that you may need to secure rooms prior to the timetable launch. If this is the case, again please contact the conference office who will advise next steps to see if your event meets the criteria for the advance room booking policy. Please note that University holiday periods and Trimester 3/summer break will have the best availability.

Please see packages available below in the University events spaces which include catering, room set up, AV and staffing.

[Internal Day Delegate package Craiglockhart.pdf \(napier.ac.uk\)](#)

[Internal Day Delegate package Merchiston.pdf \(napier.ac.uk\)](#)

[Internal Day Delegate package Sighthill.pdf \(napier.ac.uk\)](#)

[Internal Evening Sundowner package.pdf \(napier.ac.uk\)](#)

[Internal Hospitality Dinner package.pdf \(napier.ac.uk\)](#)

These packages are only available for internal bookings being paid via **internal recharge budget code**.

Please also remember no BYO food or drinks are allowed in the University event spaces.

ROOM BOOKING PROCESS

ROOM BOOKINGS IN MEETING ROOMS, LECTURE HALLS & CLASSROOMS 8am - 5pm

For all bookings of classrooms, lecture theatres or meeting rooms during core University hours of 8am to 5pm Monday – Friday this should be done by using the online self-service portal Resource Booker. You can check availability and filter by campus, room size and type. [Click here to access and book: Resource Booker \(napier.ac.uk\)](#)

If you need assistance on resource booker, please access the help page by [clicking here](#):

[UserGuide_ResourceBooker.pdf \(napier.ac.uk\)](#) Or you can email queries to resourcebooker@napier.ac.uk

Any teas, coffees, lunches required should also be booked online by accessing the online hospitality system. [Click here to access and order: https://applications2.napier.ac.uk/OnlineCatering/](https://applications2.napier.ac.uk/OnlineCatering/)
Please note minimum of 72 working hours notice is required for catering.

All rooms come with screens, drive access for internal staff and students, and connectivity. Any further AV equipment requirements can be requested by contacting the on isservicedesk@napier.ac.uk

If you have a specific room layout or set up requirements please contact the facilities service desk on facilities servicedesk@napier.ac.uk to advise and arrange for the porters to set the room as required.
Please note minimum of 72 working hours notice is required for set up.

If you require car parking for non-students or staff please contact car.parking@napier.ac.uk providing campus, times required, names, car make and registration number and they will reserve a visitors parking bay on your behalf.

WEEKENDS BOOKINGS

For weekend bookings of classrooms, meeting rooms or lecture theatres at any campus, please contact the conference and events team on conferences@napier.ac.uk to approve any out of hours room bookings.

Please note, no catering is available via the online hospitality ordering system after 4pm or on weekends. To discuss weekend or evening catering options, again, contact the conference and events team on conferences@napier.ac.uk

ADVANCE CONFERENCE BOOKINGS

Bookings for classrooms, lecture halls and meeting rooms, including the event spaces being utilised for teaching (Glassroom, Chapel and LRC5) can currently only be reserved in line with the current timetable.

Timetable publishing dates for 2023-24 are as follows:

Trimester	Timetable published
1 (Aug 23-Jan 24)	w/c 3rd July 2023
2 & 3 (Jan 24-Aug 24)	w/c 27th Nov 2023

For key or international conference bookings which require to be booked and organised in advance of the published timetabling dates above, please contact the conference and events office who will assist and advise the approvals process.

EXTERNAL BOOKERS

Our event spaces are also available to external bookers, and this year we have welcomed a diverse range of clients including the SNP, NHS Lothian, and the Forth Rivers Trust. All external customers paying via invoice have dedicated packages tailored which include room hire. If you have external partners looking to book an event or conference, please direct them to the ENU conference team on conferences@napier.ac.uk for a quotation.