

Event Information

Murrayfield Stadium, Edinburgh 4 June







Venue / Organiser

The Meet the Buyer National event will be held at Murrayfield Stadium, Roseburn Street, Edinburgh EH12 5PJ.

Tel: 0131 346 5250

The organisers of the event are Speakeasy Productions. They can be contacted on 0131 376 0138 or via email: <u>mtb@speak.co.uk</u>

Registration

SDP Registration

Whether you are a supplier or buyer, please ensure you have registered with the Supplier Development Programme before registering for the event.

<u>Register Now!</u>

Fast Track

We will be operating a fast track queue at this year's Meet the Buyer National event, to help with the flow of delegates and to ensure you can get through registration as quickly as possible.

You will be emailed your badge one week before the event.

To access the fast track queue, you must:

- Print the badge that is emailed to you.
- Download 'The Event App by EventsAIR' and enter the event code '10DR'.
- Log into the Meet the Buyer app using your email address and personal app pin, which will be emailed to you when the app is launched, and can be found on your badge.

On the day, please scan the QR code on the fast track totems, via the app, in order to check yourself into the event. There will be Speakeasy event staff on hand should you need their assistance.

Once you have scanned the QR code using the app, collect a lanyard and fold your printed badge into the lanyard pocket.

Onsite Registration

If you have not printed your badge, please access the onsite registration queue.

You should also access this queue if you are registering for the event for the first time or need help with any part of your registration. For example, registering with the Supplier Development Programme.

Opening times

Registration opens: 09:30 Last registration entry: 15:00 Event closes: 15:30



Meet the Buyer App

The Meet the Buyer app will provide you with details of the event and we encourage you to download this prior to the day. You have been sent a separate email explaining how to download the app, to access all the content and get the most out of the event.

Features of the app include; the agenda, speaker information, session materials and the ability to take part in the interactive elements of the event, including polls and live Q&A. You will also need this if you wish to take advantage of the fast track registration option mentioned above.

To familiarise yourself with the functionality of the app we encourage you to download the app in advance.

How to Download the App

Please scan the QR code or search "The Event App by EventsAIR" on either the Apple App store or the Google Play store to download. Once downloaded, use the event code "10DR" to access the Meet the Buyer app.

To access all features of the Meet the Buyer app, please log in using the details provided in the app download email, which was sent earlier.





Key Features



Privacy - Select your full name and which details you would like to share with other attendees



Event Check-in - On arrival, if using the fast track badge lane, open 'event check-in' and scan the QR code totems



Exhibitors - Find a list of all the exhibitors attending and additional information about them



Agenda - View the full event programme, including session descriptions, speaker info, live Q&A and polls



Speaker Search - View all event speakers, to see their speaker session activity



'AttendeeConnect' - Once connected, network with other attendees via instant chat



Alerts - All app push notifications can be viewed here



Floorplan - View an interactive floorplan of the full venue, including exhibitor locations



Personal QR Code - Exhibition reps may request to scan your QR code for your info

Information

Parking

There will be **no available onsite parking** for exhibitors and delegates attending Meet the Buyer 2025. There is a free of charge Park & Ride located at <u>Ingliston</u> <u>Park & Ride</u>. From there, you can travel by tram directly to the venue. A **tram discount code** has been created for the event. Please see further information under the 'Tram' section of this page.

Travel

Rail

Waverley Station is Edinburgh's railway station and the main second biggest in Scotland, with services from all over Scotland the rest of the UK. It is situated right in the heart of the city and is a short bus, taxi ride from tram or Murrayfield Stadium.

Bus

Lothian Buses run several routes throughout the city that service Murrayfield Stadium.

- from Edinburgh City Centre -Services 1, 3, 12, 22, 25, 26, 30, 31 or 33.
- from Edinburgh Airport Airlink 100 to Murrayfield Stadium and the City Centre.
- from Ingliston Park and Ride -Service X12.
- The Scottish Citylink 900 Service from Glasgow will stop on Corstorphine Road, on the north side of Murrayfield Stadium.

Tram

Edinburgh Trams run fast, а frequent service to the entrance of Murrayfield Stadium from Edinburgh Airport, Ingliston Park & Ride, Edinburgh Gateway, Edinburgh Park Station, Haymarket Station and St Andrew Square tram stop, just a short walk from Waverley Station. Tickets must be purchased before boarding trams: www.edinburghtrams.com



Catering

There will be a cash catering point located between the Thistle and Presidents suite. This is located behind the registration area.

Filming and Photograhpy

Both filming and photography will be taking place throughout the course of the event. All of the sessions within the presentation will recorded, area be and photographs will be taken by the event organisers within the main event areas. Any footage or photographs captured during the event may be used for social media or marketing.

If you do not wish to be filmed or photographed, you must make us aware by contacting Speakeasy via email mtb@speak.co.uk OR phone 0131 376 0138

First Aid

There are first aid trained staff onsite. For accidents and emergencies, please alert a member of staff immediately. There is a first aid point at Reception in the foyer.

Wi-Fi

There is free public Wi-Fi provided at the venue. The free of charge Wi-Fi is intended for casual use, to allow all event attendees to stay connected, check emails and access the web.

Username: SRU Guest **Password:** There is no Wi-Fi password required

Support

The Speakeasy team will be located at the registration desks for the duration of the event. If you have any questions at any point, ask us at registration.



Accessibilty

If you or any of your colleagues require accessibility or mobility support while attending Meet the Buyer 2025, please contact <u>mtb@speak.co.uk</u>

Fire Alarm

The fire alarm is a continuously repeated verbal message warning that, "An emergency situation has arisen within the building, please leave by the nearest available exit". This excludes lifts.

Confirmation will be given by The Murrayfield Experience or Scottish Rugby that it is safe to re-enter the building. The Murrayfield Experience staff will direct people to the appropriate assembly point. A copy of the evacuation plan is available in all Hospitality Suites.

PLEASE NOTE: the alarm is tested every Friday at 09:30.

Evacuation Procedure

In the event of the alarm sounding please make your way to your nearest fire exit. Please do not use the lifts.

Disabled guests will be escorted to either the South Stand or North Stand Refuge Point dependent on their location within the West Stand. They will similarly be advised when it is safe to re-enter the building by either The Murrayfield Experience or Scottish Rugby Union.

All guests and staff with gather at Assembly Point 2 in the West Car Park (in Front of West Container Bar).





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09:30	Registration Opens
10:00 - 10:10	Welcome by the Supplier Development Programme
10:15 - 10:25	Ministerial Address
10:30 - 10:50	Scottish Government Session
10:55 - 11:25	Scotland Excel Session
11:30 - 11:45	NHS National Services Scotland Session
11:50 - 12:05	Crown Commercial Service Session
12:10 - 12:25	Veolia Session
12:30 - 12:45	Brakes Session
12:50 - 13:05	Commissioning and Operating the Aberdeen Hydrogen Hub
13:05 - 13:50	Break
13:50 - 14:30	Quick Quotes Made Easy
15:00	Registration Closes
15:30	Event Closes

Please note: This agenda is subject to change. For the most up-to-date agenda, please view via the Meet the Buyer app. Download "The Event App by EventsAIR" and enter event code: 10DR





For any additional queries please contact:

Meet the Buyer 2025 Speakeasy Productions E: mtb@speak.co.uk T: 0131 376 7210

