

## **ACCESS GUIDE AND DIRECTIONS**

**Scotland's Museums and Galleries Strategy Symposium  
The Royal College of Physicians of Edinburgh  
Wednesday 26<sup>th</sup> February 2025**

This document includes:

- How to get to the Royal College of Physicians of Edinburgh – by various means of transport.
- Disabled parking and other parking options.
- Photo and video walkthrough of the entrance, upper and lower foyer, auditorium, Cullen Suite, Duncan Room and Physic Garden.

**Please note: The Entrance is located at 11 Queen Street, Edinburgh, EH2 1JQ and will be open from 8:30am delegates should only use this entrance.**

**Parking:**

- The nearest designated blue badge or disabled parking spaces on George Street. Blue Badge holders can park on Queen Street and surrounding streets for free and without a time limit but these are subject to availability as there are no designated spaces.
- Pay and display parking is available in the surrounding streets.

**By bus/train:**

- The closest bus stops are on George Street, routes 11, 10 and Hanover Street, routes 9,23,27. Please visit the Lothian Buses Website for further routes and information. [City Centre Network Map](#)
- The nearest train station is Edinburgh Waverly, it is a 9 minute walk.

**By taxi:**

- Please advise your taxi driver the address is 11 Queen Street, Edinburgh, EH2 1JQ.

**By plane:**

- If you plan to fly to Edinburgh, there are a number of direct routes coming into Edinburgh Airport. You can use the [interactive map on the Edinburgh Airport website](#) to plan your trip.

**Reference for this guide:** [Contact us | Royal College of Physicians of Edinburgh](#). This information has been adapted by MGS for this event.

## **Access and overview of the venue**

This event will take place in the in the Upper Foyer (registration desk & collaboration space), Auditorium and Lower foyer (catering, collaboration space, coat rails) which are all on the lower ground floor and are accessible by stairs, lift, and ramp.

There are workshops on 2<sup>nd</sup> floor which can be accessed by stairs and lift in Cullen Suite. Also on this floor is the Duncan Room (quiet space) and the Physic Garden which can be accessed by going down 23 spiral steps.

There will be signage throughout the venue and MGS staff will be on hand to direct you to each room on the day.

**Lifts** - Have spoken messages indicating the lift floor, have grab rails within, the weight limit is 1000kg and the width as you enter the lift on the Upper Foyer is 60cm and is 90cm as you exit to level 2. There are multiple exits on the lift, someone with a large, motorised wheelchair, will need to reverse into the lift from the Upper Foyer in order to use the exit on the right of the lift for level 2.

**Toilet Facilities** – In the Upper Foyer there are male toilets, in lower foyer there are female toilets and a single stall, which is accessible and gender neutral. On level 2, by the Cullen Suite there is another single stall, accessible, and gender neutral toilet.

**Induction Loop** - An Induction Loop covers the Physicians Conference Centre (lower and upper foyer and Auditorium). To use the Induction Loop, delegates should switch their digital hearing aids to the "T" position. There is not an Induction Loop in the Cullen Suite.

**Live captions** - Live captions will be on the bottom of the screen in the Auditorium.

**Wheelchair Space** – The Auditorium accommodates wheelchairs and there are no raised stages allowing easy access for wheelchair users and other delegates with accessibility requirements.

**Assistance Dogs** - Assistance dogs are welcome.

**Quiet Room (Duncan Room)** – To the left of the Red Staircase on the Ground Floor. This room has a lock for privacy, a chair, fridge and baby changing station. This space is not limited to these examples, but it could be used as prayer room, breastfeeding and expressing breast milk. Please note, the staff working at the venue also can use this room.

## Visual walkthrough of the venue

### Queen Street Entrance

The paving outside the venue on Queen Street is uneven in places. This is due to concrete slabs sticking out. At the entrance, there are handrails on either side of the 5 steps and a self-operated street lift on the right-hand side.



### Operating the street lift

On the right hand side of the lift, press and hold the down arrow to bring the lift to street level, enter the lift once the is automatic and will open outwards. Once inside the lift press and hold the up arrow button to bring the lift to the front entrance, the door will automatically open outwards. The weight limit is 385kg.



This is a self operated lift, if you do require assistance or the lift malfunctions, please call the **College officer** - 07710012374.

On your left, enter through the 2 push, glass doors which say Reception and then take another left towards a lift and stairs.



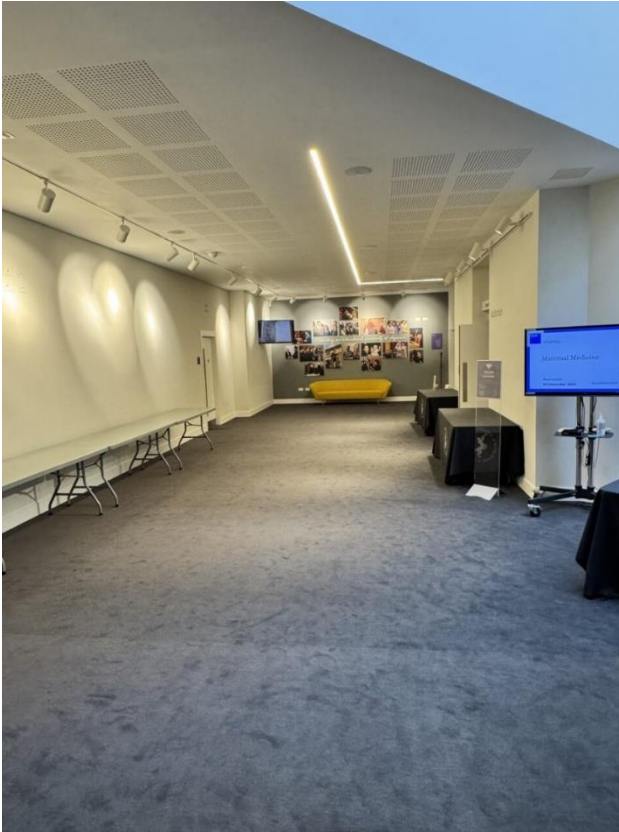
### **Entrance to the Upper Foyer**

There are 5 steps on the right and a lift on the left, press LG to get to the upper foyer. Our registration desk will be in the upper foyer.





## Upper Foyer (Registration Desk & Collaboration Space)



## Upper foyer toilets

On the left is the male toilets.



On your right is the entrance to the Auditorium.



### Inside the Auditorium



## Lower Foyer

### From Upper Foyer to Lower Foyer

The Lower Foyer is where breakfast, lunch and other refreshments will be served. There are 4 steps at the far right end of the Upper Foyer to take you to the Lower Foyer or around to the right of the Auditorium entrance, there is a ramp.

### See videos:

[Route from Upper Foyer to Lower Foyer - stairs](#)

[Route from the Upper Foyer to the Lower Foyer - ramp](#)

### Lower foyer toilets

Female toilets and a single stall, gender neutral accessible toilet are on the back wall of the Lower Foyer.





## From Upper Foyer to Cullen Suite

Take the lift in the Upper Foyer to level 2 or to the right of the lift, take the 9 steps which will take you to the large red stair case with 14 steps. Take left at the top of these stairs and follow the signs to the Cullen Suite.

### See videos:

[Route from exiting the lift on level 2 to the Cullen Suite – lift](#)

[Route from the Upper Foyer to the Cullen Suite – stairs](#)

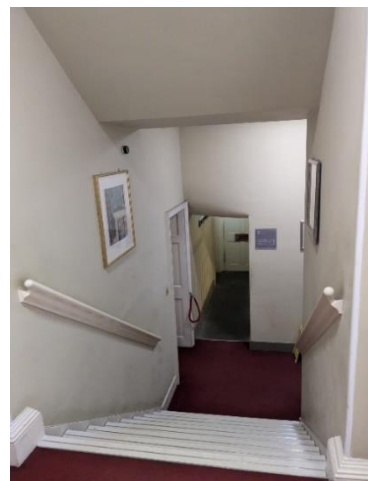


There are male and female toilets at the bottom of this staircase to the left. Please use these toilets while you are in the Cullen Suite. There are 5 steps to the female toilets and 9 steps to the male toilets. Their wellbeing room is to your right on the landing before the stairs to the male toilets.

### See videos:

[Route to the female toilets](#)

[Route to the male toilets](#)



## Inside the Cullen Suite

As you enter the Cullen Suite there is a carpet on top of the wooden floor which makes the floor uneven. As you turn right into the main room, the whole floor is even and carpeted. The room layout on the day will be different to these photos.



## Toilet next to the Cullen Suite

On the same floor as the Cullen Suite, there is a single stall accessible toilet which has a brown seat to the right of it.

The call for help cable has been wound around the support arm next to the toilet in this photo. We will ensure this is hanging freely to the floor on the day.





## Quiet Space (Duncan Room)

This is to the right of the Cullen Suite and can be accessed by the route, by both stairs and lift. This is a room away from the auditorium, upper, and lower foyer. Please note that when there are sessions on the Cullen Suite you will be able to hear the noise as it is next door to this room. There are also seats on your right before you get to the Duncan Room and Cullen Suite.



### See videos:

[Route to Quite Space \(Duncan Room\)](#)

## Physic Garden Entrance

On level 2 in wooden hallway, take a right, walk past the leather seats and enter the Physic Garden on your left by going down 21 spiral steps, there are no hand rails and smoking is not permitted.

### See video:

[Route to Physic Garden Entrance – spiral stairs](#)

