**INTERNATIONAL ELECTROTECHNICAL COMMISSION SYSTEM FOR**

**CERTIFICATION TO STANDARDS RELATING TO EQUIPENT FOR USE**

**IN EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)**

**GENERAL INFORMATION**

**ON THE MEETINGS OF THE IECEx SYSTEM**

**to be held in Edinburgh, United Kingdom**

**18th – 22nd September 2023**

Dear Colleagues,

This document contains details relating to the IECEx System Meetings and associated events to be held in Edinburgh, United Kingdom over 18th – 22nd September 2023 to enable your planning.

Details relating to general information, online meeting registration and accommodation bookings are included. Changes as compared to the original ExMC/1919/INF are denoted by a red margin bar.

We thank you in anticipation of your assistance and invite you to contact me should you have any questions relating to the meetings.

Kind regards,

IECEx Secretariat

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| **Address:**  Level 33, Australia Square  264 George Street  Sydney NSW 2000, Australia | **Contact Details:**  Email: Info@iecex.com |

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| **MEETINGS OF THE IECEx SYSTEM**  **Edinburgh, United Kingdom**  **18th – 22nd September 2023** |

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| **MEETING LOCALE** |

This years IECEx series of meetings will be held in Edinburgh, United Kingdom. Edinburgh is the capital of Scotland and it is located in central eastern Scotland, near the Firth of Forth, close to the North Sea. Thanks to its spectacular rocks, rustic buildings and a huge collection of medieval and classic architecture, including numerous stone decorations, it is often considered one of the most lively cities in Europe.

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| |  | | --- | | **PASSPORTS AND VISAS** |   Delegates and Participants are advised to check their local travel agency about regulations regarding passport, visas and other necessary travel arrangements.  In case a letter of invitation is required for visa application purposes, please contact Julia Cameron ([julia.IECEx2023@mutech.co.uk](mailto:julia.IECEx2023@mutech.co.uk)) with the required documents. | |
| **MEETING VENUE** |

The meetings will all be held at:

**Dalmahoy Hotel & Country Club**

Kirknewton, Edinburgh, EH27 8EB

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| **MEETING SCHEDULE** |

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| **September 2023** | **AM** | **PM** | **Evening** |
| Monday 18th | Peer Assessor Training | ExTAG Meeting |  |
| Tuesday 19th | ExTAG Meeting | ExTAG Meeting | ExTAG Reception |
| Wednesday 20th | Industry Symposium | Industry Symposium |  |
| Thursday 21st | ExMC Meeting | ExMC Meeting | ExMC Dinner |
| Friday 22nd | ExMC Meeting | ExMC Meeting |  |

**IECEx MEETINGS REGISTRATION**

Please register ***BEFORE 19th August 2023*** for participation (refer page 4 for registration eligibility requirements) in the relevant **IECEx MEETINGS** by completing the online form at <http://iecex-events.iec.ch/iecex/exm.nsf/pg.xsp?v=sct>

After you have registered you will receive an automated e-mail confirmation of your registration.

If you have any questions or have any problems using the Online Registration System, please contact [mark.amos@iecex.com](file:///E:\mark.amos@iecex.com)

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| **INDUSTRY SYMPOSIUM REGISTRATION** |

Please register ***BEFORE 19th August 2023*** for participation in the **INDUSTRY SYMPOSIUM** by completing the online form at

<http://iecex-events.iec.ch/iecex/exm.nsf/pg.xsp?v=is>

After you have registered, you will receive an automated e-mail confirmation of your registration.

Note: ExTAG and ExMC Meeting delegates are welcome to attend the Industry Symposium and are required to register for this separately - we strongly urge that meeting delegates only register if they are certain to attend as this will assist with planning.

For any further questions or details, please contact the Organising Committee or the IECEx Secretariat, contact details below:

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| **Organising Committee**  Julia Cameron, UK IECEx 2023 Organising Committee  Mutech Limited  Unit 9, Wharfside Business Park  Irlam Wharf Road, Irlam,Manchester, M44 5PN,UK  Tel: +44 (0) 161 872 0400  Email: [julia.IECEx2023@mutech.co.uk](mailto:julia.IECEx2023@mutech.co.uk) |

The onsite Registration Desk will be available at the times indicated below:

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| **Date** | **Time** |
| Sunday, 17 September 2023 | 15:00 – 17:00 |
| Monday, 18 September 2023 | 08:00 – 09:00 |
| Tuesday, 19 September 2023 | 08:00 – 09:00 |
| Wednesday, 20 September 2023 | 08:00 – 09:00 |
| Thursday, 21 September 2023 | 08:00 – 09:00 |
| Friday, 22 September 2023 | 08:00 – 09:00 |

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| **DAILY BREAKDOWN OF ACTIVITIES** |

**Day 1 – 18th September 2023 (Monday)**

**09:00 – 13:00** **Assessor Training**

*10:30 – 11:00* *Morning Coffee Break*

*13:00 – 14:00 Lunch*

**14:00 – 16:30** **ExTAG Technical Meeting**

*15:30 – 15:45* *Afternoon Coffee Break*

**Day 2 – 19th September 2023 (Tuesday)**

**09:00 – 13:00** **ExTAG Meeting**

*10:30 – 11:00* *Morning Coffee Break*

*13:00 – 14:00 Lunch*

**14:00 – 17:00** **ExTAG Meeting**

*15:30 – 16:00* *Afternoon Coffee Break*

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***18:30 – 20:30 ExTAG Reception*** at Dalmahoy Hotel

**Day 3 – 20th September 2023 (Wednesday)**

**09:00 – 16:00** **Industry Symposium**

*10:30 – 11:00* *Morning Coffee Break*

*12:30 – 13:30 Lunch (for Symposium attendees)*

**Day 4 – 21st September 2023 (Thursday)**

**09:00 – 13:00** **ExMC Meeting**

*10:30 – 11:00* *Morning Coffee Break*

*13:00 – 14:00 Lunch*

**14:00 – 16:30** **ExMC Meeting**

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***19:00 – 23:00 ExMC Gala Dinner*** at Dalmahoy Hotel

**Day 5 – 22nd September 2023 (Friday)**

**09:00 – 13:00** **ExMC Meeting**

*10:30 – 11:00* *Morning Coffee Break*

*13:00 – 14:00 Lunch*

**14:00 – 17:00** **ExMC Meeting**

*15:30 – 16:00* *Afternoon Coffee Break*

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| **MEETING PARTICIPATION** |

* For the **ExTAG Meeting** sessions permitted participation is as follows:

The following may participate as active delegates with access to speak during the meeting:

* + Representatives from ExCBs / ExTLs Operating in the IECEx 02 Equipment Scheme
  + Chair and/or Secretaries of IEC TC 31 and subcommittees (as *ex officio* members)
  + IEC TC31 & IECEx Liaison
  + IECEx Executive members

NOTE 1: Delegates registered as Observers shall be endorsed by the relevant National Member Body on request from the IECEx Secretariat.

* For the **ExMC Meeting** sessions permitted participation is as follows:
  + A maximum of ***three*** persons per country may participate as active delegates with access to speak during the meeting. For countries where more than three persons wish to register as participants, the additional delegates may join the meetings as Observers. In this situation, the IECEx Secretariat requests that the National Member Body confirm the names of the three active delegates and advise which delegate will be the Head Delegate. In the absence of this information from the National Member Body, the ExMC Chair and Executive Secretary shall decide whom may actively participate.

***additionally***, the following may also articipate as active delegates with access to speak during the meeting:

* + Chair and Secretary of IEC TC 31
  + IEC TC31 & IECEx Liaison
  + Chairs of IEC SC 31s
  + IECEx Executive members
  + IECEx Committee Chairs or Deputy Chairs
  + ExMC Working Group Convenors

NOTE 1: The Head of Delegation (HoD) is responsible for speaking on behalf and voting on behalf of their respective IECEx National Member Body and may invite other delegates to speak.

NOTE 2: Delegates registered as Observers shall be endorsed by the relevant National Member Body on request from the IECEx Secretariat

**MEETING PROTOCOLS**

* A Consent Agenda will be used for the ExMC Meeting
* The agenda and documents will be shared on the computer screen during discussions
* The Chair or a requested person will introduce the document at the appropriate time
* Meeting Decisions to be prepared live on screen and individually confirmed during the meeting according to the following process:
  + The draft decisions will be shared on the computer screen and the text can be modified until it appears that there is consensus on the final draft Decision
  + The final draft Decision text will then be displayed and read aloud
  + The Chair will then seek agreement on the Decision text. Decisions will be presumed as unanimously agreed unless any Head Delegate indicates their objections
  + In the event of sustained objections, the discussion may, at the discretion of the Chair, be continued to find consensus
  + If no consensus can be found the Chair shall determine the course of action which may be to either postpone the matter OR to advise that a vote by correspondence on will be organised by the IECEx Secretariat on the item in question
  + A list of all agreed Decisions will be issued following the meeting.

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| **LUNCHES AND REFRESHMENTS** |

Two coffee breaks (10:30 – 11:00 and 15:30 – 16:00) with light refreshments, flavoured teas, coffee, and juices will be provided daily according to the schedule above for delegates ONLY on each day of IECEx meetings.

Lunch for Meetings: A buffet lunch will be provided *for IECEx Meeting Delegates* at the Dalmahoy venue on each day of IECEx meetings (18th, 19th, 21st and 22nd September 2023).

Lunch for Symposium: A buffet lunch will be provided *for REGISTERED Symposium attendees* at the Dalmahoy venue on Wednesday 20th September 2023.

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| **ExTAG RECEPTION – 19th SEPTEMBER 2023** |

ExTAG delegates and accompanying persons are invited to attend a reception after the ExTAG meetings.

Date: Tuesday, 19th September 2023

Time: 18:30 – 21:30

Dress code: Business Casual

Venue: Dalmahoy Hotel (Board Room & Lothian Room)

It is presumed that all registered Meeting Delegates will attend the ExTAG Reception. Delegates with accompanying persons are asked to include the name(s) and number of their accompanying persons when registering.

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| **ExMC DINNER – 21st SEPTEMBER 2023** |

ExMC delegates and accompanying persons are invited to attend a reception after the ExMC meetings adjourn.

Date: Thursday, 21st September 2023

Time: 19:00 – 22:30

Dress code: Business Casual – *Kilts if you have them*

Venue: Dalmahoy Hotel

It is presumed that all registered Meeting Delegates will attend the ExMC Dinner. Delegates with accompanying persons are asked to include the name(s) and number of their accompanying persons when registering.

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| **HOTELS AND ACCOMMODATIONS** |

Edinburgh showcases a wide range of hotels and other accomodations alternatives. It is recommended that delegates stay at the Dalmahoy Hotel & Country Club (details below) where special rates have been organised for meeting delegates.

**Dalmahoy Hotel & Country Club**

Kirknewton, Edinburgh, EH27 8EB

**Telephone: +44 131 333 1845**

[www.dalmahoyhotelandcountryclub.co.uk](http://www.dalmahoyhotelandcountryclub.co.uk)

**Booking and Delegate Rates:**

**All accommodation bookings MUST BE done *by phone to the number above* with mention of “IECEx UK 2023” in order to secure the Conference rates of:**

* **£160 per night (for single accomodation)** **that includes breakfast & Wifi access**
* **£170 per night (for double occupancy) that includes breakfast & Wifi access**

for the first seventy (70) room bookings AT THE ABOVE RATES and must be booked BEFORE Monday 26th June 2023.

Additional rooms will be made available if required and the cost of these will be advised at the time of booking.

**NOTE: Payment in full MUST BE made at timing of booking**

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| **ARRIVAL AND DEPARTURE** |

**ARRIVAL BY AIR at Edinburgh International Airport (EDI)**

The Dalmahoy Hotel and Country Club is located approximately 15 mins by car from the Edinburgh International airport

***By Rail***

Edinburgh is well connected to the rest of the UK by rail. There are two major stations in the city centre – Edinburgh Waverley and Edinburgh Haymarket.

Edinburgh is approximatley 4.5hours from London by train. Frequent direct train services run from London and major cities such as York, Newcastle, and Manchester. Visitors can connect from many other towns and cities – but might need to change trains on their journey.

For more information including fares and timetables, please refer to the link below:

<https://edinburgh.org/travel-trade/travel-information/getting-to-edinburgh/>

***Driving***

Cars are driven on the left hand side of the road. Seat belts must be worn in the front and back. Speed limits vary from around 70 kmph in built up areas to 120 kmph on the highways. There are plenty of speed cameras and zero tolerance for drinking and driving.

***Local Transport***

Edinburgh is a well connected city that utilizes public/private transportation means from taxis, limousines, buses and trains. Residents can access these modes of transportation easily through normal means or via mobile/smart apps such as below (avaible for download through Android and Apple Stores):

For more information, please visit <https://edinburgh.org/travel-trade/travel-information/getting-around-edinburgh/> .

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| **ELECTRICITY SUPPLY AND PLUG TYPE** |

The UK electricity supply mains is 220-240Vac – 50Hz and uses a Type G plug as shown below. .

It is strongly recommended to delegates to bring their own plug adaptors.

Graphical user interface, application, Word

Description automatically generated

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| **TIME ZONE AND CLIMATE** |

Edinburgh is located in GMT Time zone and has an average temperature of 16˚C during the month of September.

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| **LANGUAGE AND COMMUNICATIONS** |

English is the official language of the UK and is used for road signage, stores and supermarkets signboards and restaurant menus.

Many Telecommunication Companies service Edinburgh so please check with your telecom service provider for any reciprocal arrangements. Visitors can purchase tourist SIM cards from the arrival area of the International Airport or any local stores within the city.

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| **CURRENCY AND BANKING** |

**CREDIT CARDS**

American Express, Diners Club, Eurocard, MasterCard, Visa and some other credit cards are accepted in most hotels, restaurants and shops, although both American Express and Diners Club are less acceptable.

**CURRENCY**

Local currency in Pounds.

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| **CLOTHING AND DECORUM** |

***Dress code in public.*** Edinburgh is a cosmopolitan city . All attires and cultural preferences are generally acceptable.

***Drinking alcohol.*** Alcohol is served in licensed establishments such as hotels, bars and specialised shops to those over 21 years of age. Drunk and disorderly conduct and drunk driving are not acceptable. Use or possession of illegal drugs is striclty prohibited.

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| **SECURITY AND HEALTH** |

For any emergency, please notify your hotel reception or you can call the following numbers while anywhere in the UK

* 999 for Police
* 998 for Ambulance
* 997 for Fire Department (Civil Defence)

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| **BUSINESS AND SHOPPING** |

**SHOPPING**

Shopping centers in Edinburgh form a major portion of the city's skyline.

**BUSINESS HOURS**

The working week for both the private and public sectors runs from Monday to Friday Shops and Malls usually open daily from 10am – 6.00pm closing later on the weekends.

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| **TOURISM AND OTHER ACTIVITIES** |

Essential Guide to Edinburgh: <https://edinburgh.org/>