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Contacts

Please read this handbook prior to the event as it includes all of the information you will need while onsite. If you do have any questions or require further information, please contact a member of the IOP team.

The IOP team will be onsite (see registration times) to answer any questions and to support the overall running of the event.

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Institute of Physics
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Email: claire.garland@iop.org

Conferences
Tel: +44 (0)20 7470 4800
Email: conferences@iop.org

We hope that your time at the conference is trouble free. If you encounter any problems at the conference, please report them to the conferences team who will make every effort to rectify the issues as soon as possible.

Disclaimer

The Institute of Physics and Manchester Victoria and Albert Hotel accept no responsibility for any accident, loss or damage to participants, exhibitors or their property during the exhibition.

Organising committee

- Ben Chapman, Sellafield Ltd
- Doug Cragg, Sellafield Ltd
- Thomas Dowd, Sellafield Ltd.
- Adam Dugdale, Sellafield Ltd
- Dale McQueen, Sellafield Ltd
- Rebecca Sparkes, Sellafield Ltd



Sponsors



The University of Manchester
Dalton Nuclear Institute

Partner organisations





Venue

The conference will be held at the Marriott Manchester Victoria & Albert Hotel. The lectures and poster sessions will take place in the JLB Suite, and refreshments and lunch in the Foyer.

Manchester Victoria & Albert Hotel

Water Street
Manchester
M3 4JQ

For further information on the venue, visit their website at

www.marriott.com/hotels/travel/manva-manchester-marriott-victoria-and-albert-hotel/

Luggage

Please speak to a member of the team at reception for assistance.

Programme

The programme is available to download from the conference website at pin2017.iopconfs.org/programme. A printed copy will also be available in your welcome pack.

Registration

Registration will be held in the foyer of the conference centre at the times listed below. All participants will receive a registration pack which includes a pad and pen, a copy of the programme and a conference badge.

The abstract book is available in digital format only and will be available to download from the website on Tuesday 31 October from midday. If you need a copy to refer to while onsite, please save or print a personal version.

Participants are asked to wear their badge at all times to help with security and to enable you to identify fellow participants. On departure, please return your badge to be recycled.

Wednesday 1 November	08:00-17:00
Thursday 2 November	08:00-16:30

Outside of these registration times and only in the case of an emergency, please telephone 07881 923 142.

Payment

The Institute reserves the right to refuse admission to any participant who has failed to pay their registration fee prior to the event.

Catering

The full registration fee includes refreshments and lunch for the duration of the event, access to the conference dinner, and all event material.

The one day fee includes refreshments and lunch on the day attending, and for those that have booked to attend on Wednesday, the conference dinner.

Refreshments and lunch will be served in the foyer at set times during the conference programme. The conference dinner will be held at the Manchester Museum of Science and Industry.

Wednesday 1 November	Refreshment break	09:00-09:45
	Lunch and poster session	12:00-13:00



	Refreshment break	15:00-15:30
	Conference Dinner	18:30-22:00
Thursday 2 November	Refreshment break	08:30-09:00
	Refreshment break	10:30-11:00
	Lunch	12:00-13:15

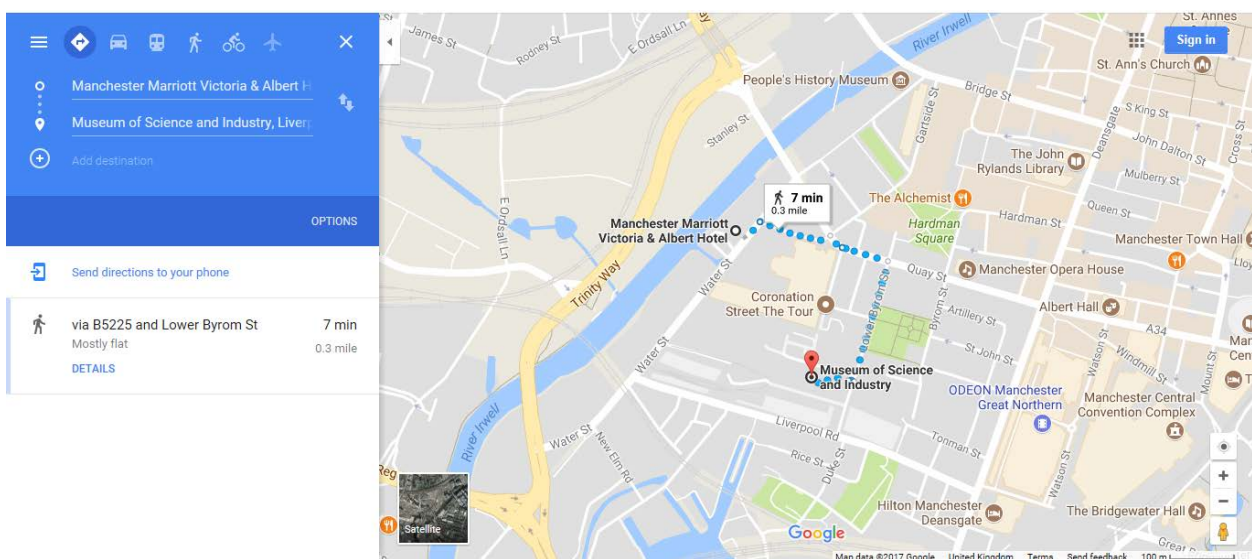
Participants with special dietary requirements are asked to notify the conference office by email prior to their arrival. Those with special dietary requirements are asked to make themselves known to the catering team.

It will not be possible to provide an alternative menu unless prior notification has been received. Please email claire.garland@iop.org if you have any queries.

Social programme

The conference dinner will be held at the Museum of Science and Industry (MOSI) located approximately 7 minutes walk from the hotel. The dinner includes a pre-dinner reception and three-course menu with wine.

Museum of Science and Industry
 Liverpool Road
 Manchester
 M3 4FP



For information on the venue, please visit their website at www.msimanchester.org.uk

Participants attending the dinner should meet in the hotel reception at 18:00 or meet at the Museum for 18:30.

- 18:30 – Guests to arrive at MOSI
- 18:45 – Dame Sue Ion giving pre-dinner talk
- 19:05 – Dinner served
- 21:00 – Casino games
- 23:30 – Guests depart



WiFi

Complimentary WiFi is available throughout the hotel. The access code will be available from the registration desk.

Guidelines for presenters

Guidelines for oral presenters can be found online at pin2017.iopconfs.org/instructions_presenters and for poster presenters at pin2017.iopconfs.org/poster-guidelines.

Travel

A location map can be found online at www.marriott.co.uk/hotels/maps/travel/manva-manchester-marriott-victoria-and-albert-hotel/. You can also find further information on how to reach the hotel, via the conference website at pin2017.iopconfs.org/travel.

Safety and emergency evacuation procedures

In the unlikely event of a fire alarm sounding please make your way to the nearest emergency exit. Please leave the building in an orderly manner as directed and assemble outside away from the building. Anyone who has special needs in the event of an emergency should make themselves known to staff on arrival.

Smoking

In accordance with government legislation smoking is not permitted in any building, temporary enclosed structure or substantially enclosed space outside of buildings.

First aid

If you fall ill or injure yourself during the conference, please report the incident to a member of staff who will call a trained first-aider. In case of serious injury, paramedics will be called. All members of the conferences team are trained first aiders.

Local area

Information regarding local activities can be found on the hotel website: www.marriott.co.uk/hotel-info/manva-manchester-marriott-victoria-and-albert-hotel/local-area/a4q7kjs/home-page.mi

General information

- Britain's currency is the pound sterling (£). Credit cards - especially Visa and Mastercard - are widely accepted in restaurants, bars, cafés and shops. American Express and Diners Club cards are less commonly accepted. There are plenty of cash machines (also known as cashpoints or ATMs) available in the city centre.
- Value-added tax (VAT) is a 20% sales tax levied on most goods and services except basic food items, books and children's clothing. Restaurants must, by law, include VAT in their menu prices. If you are travelling for leisure or business purposes, you may be eligible for a VAT refund. The VAT refund scheme is called the Retail Export Scheme or Tax-Free Shopping.
- Electricity - British electrical standards are 50Hz 230 volts, so some North American and European electrical devices may require converters; all require plug adapters.
- Telephone - If you're visiting the UK from abroad, the UK dialling code is +44 (which replaces the 0).
- Emergencies - Visitors should be aware of their personal safety. Call 999 for the emergency services (police, fire and ambulance) which is a free call from any phone. You can also call 112 for non-life threatening assistance and to report crimes. To report non-urgent crime, call the police on 101 from within the UK.