International Workshop on Topological Structures in Ferroic Materials

8–10 August 2017
University of Leeds, Leeds, UK

Organised by the IOP Magnetism Group
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Please read this handbook in preparation for the event as it includes all the information you will need while onsite at the conference. If you have any questions or require further information, please contact the conference organiser Rachael Street or the conferences team. During the conference, Rachael Street plus another member of the team will be onsite throughout the event to answer any questions.

Rachael Street
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Mobile: +44 (0)7917181208
E-mail: rachael.street@iop.org

Conferences team
Tel: +44 (0)20 7470 4800
E-mail: conferences@iop.org

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.

Local Organising committee
Christopher Marrows - University of Leeds, UK
Thomas Moore - University of Leeds, UK
Andrew Bell - University of Leeds, UK

Scientific Advisory Committee
Geoffrey Beach - MIT, USA
Vincent Cros - CNRS/Thales, France
Lukas Eng, TU Dresden, Germany
Mathias Kläui, JGU Mainz, Germany
Christopher Marrows, University of Leeds, UK
Lane Martin, UC Berkeley, USA
Patrycja Paruch, University of Geneva, Switzerland
Jan Seidel, University of New South Wales, Australia
Robert Stamps, University of Glasgow, UK

Organised by the IOP Magnetism Group

Institute of Physics
Magnetism Group
Location
The conference will be held at the University of Leeds from 8-10 August 2017. All lectures, lunch and posters will be held in the School of Music which is building 75 on the Campus Map.

University of Leeds
School of Music
12 Cavendish Rd, Leeds, LS2 9JT, UK

Accommodation
If you have booked accommodation through registration in Storm Jameson Court, building 86 on the Campus Map, the following details apply:

Check in: 14:00
Check out: 10:00
All bedrooms are en suite with towels and toiletries included.

Please check out of your room and return your key to the office on your day of departure. A charge of £20 is payable for any keys not returned.
The Full Address is:
Storm Jameson Court  
Charles Morris Hall  
Mount Preston Street  
University of Leeds  
LS2 9JP

Breakfast will be available in the University Refectory (building 29 on the Campus Map) between 07.30 and 09.00. There are also tea and coffee making facilities provided in the shared kitchen facilities or in the bedrooms in your accommodation.

Further accommodation choices are available in Leeds city centre should you not be staying in Storm Jameson Court. Full details can be found at http://www.visitleeds.co.uk/where-to-stay/#

Travel

By air from UK airports
If you are flying to the UK, choose Leeds-Bradford or Manchester airports. Regular flights are available from a huge number of European and International cities. Leeds Bradford airport is approximately 8 miles away from the University, so is an inexpensive taxi ride away. There is a railway station in Manchester airport that connects directly with Leeds City Station, approximately a 75 minute journey.

By train
Leeds station connects us with all major UK cities and has a fast and efficient London service. For train information and timetables contact National Rail Enquiries (tel: +44 (0)8457 484950).

By bus
There are number of excellent bus services in Leeds. The number 1 bus leaves from Infirmary Street, near the City railway station in City Square, to the campus every ten minutes during the day and every half hour in the evening. There are frequent buses from the central bus station including numbers 28, 56, 96, 97. You should get off the bus at the main entrance adjacent to the Parkinson Building. There is a 50p flat fare City bus service running every few minutes Monday to Saturday, linking the railway station, City Centre and the south end of the University campus (06.30 to 19.30 only). Visit www.wymetro.com for timetables and general information. The National Express Coach Station is adjacent to the Central Bus Station.

For rail travel details visit: www.nationalrail.co.uk

By car
The postcode for using a sat nav is LS2 9JT

You can plan your route online using one of the free route planners - examples are The AA or The RAC.

By taxi
Streamline- Telecabs - 0113 244 3322  
Amber Cars - 0113 202 2117
International Workshop on Topological Structures in Ferroic Materials

Arrow - 0113 258 5888 (Arrow taxis are the official Leeds/Bradford Airport taxi company)

Further details about the University and travel can be found on the University web site at www.leeds.ac.uk/visitors/getting_here.htm or www.meetinleeds.co.uk/getting_to_the_University.php

Parking
Parking at the University of Leeds is available at the multi-storey car park situated on campus and is charged at £10.00 for the duration of the conference. If parking is required please email Brett Walsh on BrettWalsh@leeds.ac.uk with required dates, your name, company name and registration number by Friday 4th August. Access to the car park is available via the main University entrance on Woodhouse Lane (Postcode: LS2 9JT). All other University vehicle entrances are limited to permit holders only.

To obtain further information about parking on campus visit the web site at http://carparking.leeds.ac.uk/. Please note that we cannot guarantee spaces.

Visas
Citizens of the European Union do not need a visa to enter Britain. If you are from any other country, find out about visa requirements before you travel by visiting http://ukvisas.gov.uk.

WiFi
There are two free WiFi connections available to visitors. Eduroam is available for visitors from other universities and Meet in Leeds accounts will be available for all other visitors. Connection for Meet in Leeds WiFi is available at the registration desk where log in details will be available.

Chemist
Lloyds Chemist is situated on Woodhouse Lane across from the Parkinson Building. Boots late night pharmacy (open until midnight) is located at Leeds City Train Station.

Registration
Registration will be held in the Concert Hall Foyer in the School of Music. Each participant will receive a pen, a notepad, a copy of the programme and a lapel name badge. A copy of the abstract book will be sent to you electronically.

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

Registration opening times are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Tuesday 08 August</td>
<td>08:00 – 17:30</td>
<td>Concert Hall Foyer</td>
</tr>
<tr>
<td>Wednesday 09 August</td>
<td>08:30 – 17:00</td>
<td>Concert Hall Foyer</td>
</tr>
<tr>
<td>Thursday 10 August</td>
<td>08:30 – 17:00</td>
<td>Concert Hall Foyer</td>
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</tbody>
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IOP Membership
Membership of the Institute is for everyone who has an interest in the subject and its future. The Institute actively promotes physics to external audiences, increasing awareness of the importance of physics in
government, education and industry. Our members come from diverse backgrounds and follow all kinds of different careers; many are directly involved in physics but as many are using their physics training in a wide range of businesses.

For more information, please visit www.iop.org/membership

Membership benefits include:

- Physics World - the world's leading physics magazine, monthly by post, online or as an app
- IOP Journal downloads
- Careers information and resources
- Professional Status
- Academic dress
- Learning online courses
- '@physics.org' email address
- Support and grants
- Members’ room
- Meeting rooms
- Member rate for IOP conferences
- Discount on author charges (NJP)
- Business journals
- Making money out of ideas
- Local branch affiliation
- Specialist 'Groups'
- Members’ talk
- IOP LinkedIn group

Catering
The registration fee is inclusive of refreshments, lunch and the social programme. Please refer to the table below for locations and timings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 08 August</td>
<td>Arrival refreshments</td>
<td>08:00 – 09:00</td>
<td>Concert Hall Foyer</td>
</tr>
<tr>
<td></td>
<td>Morning refreshments</td>
<td>10:30 – 11:00</td>
<td>Concert Hall Foyer</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>12:45 – 14:00</td>
<td>Concert Hall Foyer</td>
</tr>
<tr>
<td></td>
<td>Refreshments</td>
<td>15:00 – 15:45</td>
<td>Concert Hall Foyer</td>
</tr>
<tr>
<td></td>
<td>Welcome reception</td>
<td>18:30 – 20:00</td>
<td>Little Woodhouse Room – University House</td>
</tr>
<tr>
<td>Wednesday 09 August</td>
<td>Morning refreshments</td>
<td>10:30 – 11:00</td>
<td>Concert Hall Foyer</td>
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<tr>
<td></td>
<td>Lunch</td>
<td>12:45 – 14:00</td>
<td>Concert Hall Foyer</td>
</tr>
<tr>
<td></td>
<td>Refreshments</td>
<td>15:00 – 15:45</td>
<td>Concert Hall Foyer</td>
</tr>
<tr>
<td></td>
<td>Conference Dinner</td>
<td>19:30 – 22:00</td>
<td>Royal Armouries</td>
</tr>
<tr>
<td>Thursday 10 August</td>
<td>Morning Refreshments</td>
<td>10:30 – 11:00</td>
<td>Concert Hall Foyer</td>
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</tr>
</tbody>
</table>
Participants with special dietary requirements are asked to notify the conference office, if they have not already done so when registering, prior to their arrival. Those with special dietary requirements other than vegetarian 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 rachael.street@iop.org if you have any queries.

Nut allergies – unfortunately the venue cannot provide assurances that food has not been cross-contaminated with traces of nuts during ingredient processing at manufacture’s site, and during food preparation on site. For this reason, we are unable to provide guarantees that any of the food is free from nuts or trace elements.

Social programme

Welcome drinks reception - Tuesday 08 August
A welcome drinks reception will be held on Tuesday evening at 18:30 in the Little Woodhouse Room located in the University House (building 28 on the Campus Map. Attendance at this social event is included in your registration fee. Please select your attendance of this event upon registration.

Formal conference dinner - Royal Armouries - Wednesday 09 August
A formal conference dinner will be held on Wednesday evening at 19:30 at the Royal Armouries. The conference dinner is included in your registration fee. Please select your attendance of this event upon registration. Coaches will be provided from Storm Jameson Court, University of Leeds at 19:00 to the Royal Armouries and a return coach service back to Storm Jameson Court will be provided at 22:30. If you are staying off campus, you will need to make your own arrangements for your return journey.

The Royal Armouries is located at Leeds Dock, which is only a short distance from Leeds city centre, West Yorkshire. The Royal Armouries is the United Kingdom’s national museum of arms and armour, and one of the most important museums of its type in the world.

The above events are included in the registration fee. Please confirm your attendance when registering online.

Information for presenters

Oral presentations
The audio-visual equipment included in the lecture theatre is an LCD projector, screen. If you require any additional equipment, please email rachael.street@iop.org. Presenters are asked to prepare their presentations to match the time allocated in the programme as these will be strictly enforced by the session chairs.

Presentations should be structured to include an introduction, the main content and conclusions. Visual aids (e.g. maps, charts etc.) can be used but you are advised to keep the information simple, use colour and contrast for emphasis and use a large enough font (minimum 15 point) to ensure legibility.
Direct connection of personal laptops (with set-up in the break prior to the corresponding session) is the alternative. For those using a PC laptop, please make sure you have a VGA output. If presenting from a Macintosh, please bring a VGA cable.

If you need an adapter, please bring one with you as we are unable to supply one.

**Poster displays**
Posters will be on display for the duration of the conference in the Exhibition Centre. There will be a dedicated poster session taking place on **Wednesday 09 August at 14:00 – 15:00**. During this session, authors are asked to remain next to their posters to answer questions.

**Displaying and removing posters**
Posters can be mounted from **Tuesday 08 August at 10:30** and must be removed by **15:45 on Thursday 10 August**. Any poster not removed by this time will be recycled.

**Dimensions**
The poster board dimensions are 2.13m high x 1.22m wide in portrait format. All posters must fit within these measurements. Posters must be prepared in advance of the conference as it will not be possible to print them on-site. Fixing material will be supplied to mount your poster. (Pins are not permitted on the boards).

**Scientific programme**
Please refer to the website at [http://topo2017.iopconf.org/programme](http://topo2017.iopconf.org/programme) for the latest programme. A copy of the programme will be included in your conference pack which you will receive on arrival at the conference.

**Safety and emergency evacuation procedures**
In the event of a fire, delegates should amass on the green area behind the school of music. Exiting via the main entrance or nearest fire exit and following designated fire marshals who will be wearing hi-viz marshal vests.

**Non-smoking policy**
On 1 July 2007 England brought in a ban on smoking in all public places. All meeting rooms, lecture theatres, foyers, public areas, bars, doorways, entrances and bedrooms within the University operate a no smoking policy. Whilst there is not designated smoking area near the school of music, delegates may smoke outside, but please be considerate of others and leave a reasonable distance.

**First Aid**
If first aid is required on campus please contact a member of staff in the building or for emergencies call Security via an internal telephone on 32222 or externally on +44(0)113 343 2222 - available 24-hours.

**Prayer Room**
For Muslims prayer there is a devoted space at the Edge sports centre on campus. For all other faiths, prayer rooms can be found at the Emmanuel Centre, located next to the Parkinson building, on Woodhouse lane (also on campus).
General information

Payment
The organiser reserves the right to refuse admission to any participant who has failed to pay their registration fee prior to the start of the event.

Money - 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 and around Leeds city centre or at the Ziff building which is located on campus between the School of Music and the main entrance.

VAT – 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. [www.hmrc.gov.uk/vat/sectors/consumers/overseas-visitors.htm](http://www.hmrc.gov.uk/vat/sectors/consumers/overseas-visitors.htm)

Electricity - Voltage is 230v AC, 50Hz. Most electrical items from the UK will work without any conversion. Most electrical items from Europe will work with an adapter which can be purchased in most electrical and travel shops. Some electrical items from the USA will not work in the UK. Check the voltage ratings which should be marked on the appliance.

Telephone - If you’re visiting the University of Leeds from abroad, don’t forget that the UK dialling code is +44 (which replace the 0) and to check your own country’s code before you travel. If you are travelling to Leeds from abroad, using your mobile phone may cost you more than it does at home. Check your network’s roaming charges before you travel.
Floor plan
International Workshop on Topological Structures in Ferroic Materials

Campus Map

Key
18. Western Lecture Theatre
19. Leeds University Business School (LUBS)
21. Eriksen Hall
23. University House
24. Refectory
25. Lyceum Hall
44. Henry Price Residence
57. Great Hall
60. Parkinson Building
75. School of Music
78. Michael Sadler Building
86. Charles Morris Hall (Dobree House, Storm Jameson Court, Whetton House)
88. Staff Centre
89. Roger Stevens Building
100. Conference Auditorium
101. Sports & Exhibition Centre/The Edge

Car parks
- University visitors’ car parks (limited access)
- Other university car parks
- Public multi-storey car park

Other useful information
- CityBus Stop
- Bus Stop
- Taxi Rank
- Pedestrian Only Area
- Lawns

Note: Building numbers correspond to the University’s official map which can be found on campus.