

Training Course on Vacuum System Design and Maintenance

12–14 June 2018

**Mercure Chester Abbots Well Hotel,
Chester, UK**

<http://vsdm2018.iopconfs.org>



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Contacts

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

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Conferences
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Dr. Oleg Malyshev
ASTeC, STFC Daresbury Laboratory

We hope that your time at the conference is trouble free. If you do encounter any problems, 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, The Mercure Accor Hotels Group and their approved representatives accept no responsibility for any accident, loss or damage to a participant's property during the conference.

Social media

Follow and join the conversation at **#IOPVacuum2018** and **#physicsconferences**



Venue

The conference venue is the Mercure Chester Abbots Well Hotel. The talks will be held in Summit Two (first floor), refreshments will be held in the foyer area (first floor). Lunches and dinners will be served in the Arts Restaurant.

Mercure Chester Abbots Well Hotel
Whitchurch Road
Christleton
Chester
CH3 5QL

Telephone: +44 (0)844 815 9001

[Google Map](#)

A floor plan of the building is appended at the back of this document and will be included in your welcome pack. For more information, please visit the venue's website at www.mercurechester.co.uk/

Travel

By air

The closest airport to the Mercure Chester Abbots Hotel is John Lennon airport in Liverpool (25 miles away). There are a variety of airlines flying from and to this airport, connecting different destinations all over the world.

The hotel can be reached via the M56 in around 30 minutes by car or taxi. If you have pre-booked a private hire taxi, they must pick you up and drop you off in the car parks. A hackney cab rank is located directly outside the entrance to the airport terminal to aid your onward journey, cabs are available for all flight arrivals.

Liverpool South Parkway is the closest rail station to Liverpool John Lennon Airport (LJLA) and is located approximately 3 miles from the airport itself. Transport is available between the airport and the rail station by bus or taxi. The station is easily accessible from elsewhere in the country and has efficient links to Cheshire, Manchester, Yorkshire, the North East, East Midlands, West Midlands and connections to London Euston services at Runcorn or Crewe.

By train

Mercure Chester Abbots Hotel is a 10 minute drive from the local Chester rail station (2 miles away). For information contact National Rail Enquiries (tel: +44 (0)8457 484950).

By car

From the Motorways - M6 North, M56, M53. The M53 leads onto the A55. Take Junction 2 on the A55 and follow the signs for Whitchurch, A41. At the roundabout, take the third exit for Whitchurch - North Wales. At the traffic lights, keep in the left-hand lane for Whitchurch A41. At the next roundabout, take the first left (A41), and the hotel is 150 metres on the right-hand side.

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

Parking

The Mercure Chester Abbots Hotel offers free parking.



Programme

The full programme is available to download from the [conference website](#). A printed copy of the programme will be included in your welcome pack.

Exhibitors

[Agilent](#) will be attending the Training Course on Vacuum System Design and Maintenance on Tuesday, 12 June. They will be located in Syndicate 2. Please see the [floor plan](#) for directions.

Registration

Registration will be held in the foyer outside the main meeting room (Summit Two room- first floor) at the times listed below. All attendees will receive a registration pack which will include a copy of the programme, a list of participants, a pen and pad, and a conference badge.

The book of abstracts is available in digital format and can be downloaded from the conference website. If you want a copy to refer to while on-site, please save or print a personal copy.

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 at a cost of £2.50 each.

Tuesday 12 June	08:00-17:00
Wednesday 13 June	08:30-17:00
Thursday 14 June	08:30-17:00

Outside of these times and only in the case of emergency, please telephone 07454556659 (Heather Blackhall, IOP).

Payment

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

Catering

The registration fee includes refreshments and lunches for the duration of the event as well as dinners on Tuesday and Wednesday. Refreshments will be held in the first floor foyer. Lunches and dinners will be served in the Arts Restaurant.

Social programme

Monday 11 June - Dinner is not provided and therefore participants should make their own arrangements. To book dinner at the hotel, please contact 08448159001

Tuesday 12 June - A three-course dinner will be provided in the Arts Restaurant. The dinner will commence at 19:00. On arrival, participants will receive one complimentary glass of Bucks Fizz. Additional drinks can be purchased from the bar.



Wednesday 13 June - A drinks reception and barbecue dinner will be served in the Courtyard, weather permitting. It will otherwise be served in the Arts Restaurant. The drinks reception will be from 18:30 and the barbecue will be served from 19:00.

Dietary requirements

Participants who have notified us of any dietary requirements will be catered for. Please make yourself known to the catering team.

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

Accommodation

Accommodation is available at the Mercure Chester Abbots Hotel on a bed & breakfast basis and can be booked when registration is available for the conference.

Breakfast is served from 6:30am-9:30am.

The registration fee includes accommodation on **Tuesday 12 June** and **Wednesday 13 June 2018**.

There is limited availability for additional accommodation on Monday 11 June and Thursday 14 June 2018. The cost for a single en-suite room on a bed and breakfast basis is £75.00 for Monday night (per room, per person) and £100.00 for Thursday night (per room, per person). Please contact Heather Blackhall (heather.blackhall@iop.org) if you need to extend your stay.

Bedrooms

Classic Bedrooms offer supremely HD TVs, en suite bathrooms, hairdryer and tea/coffee making facilities. Most rooms offer views of the courtyard. There is also a gym and a swimming pool available at the hotel.

WiFi

Wi-Fi is free of charge and is available in the meetings rooms and communal areas. Delegates will be given login information while checking in.

Checking in and out

Bedrooms will be available from 14:00 on arrival and should be vacated by 12:00 on the day of departure.

Presenter instructions

Oral presentations

The venue is equipped with the following audio-visual equipment.

- LCD Projector
- Screen
- Dual VGA laptop connectivity
- Remote mouse/laser pointer
- Lectern
- 2x white boards

There will be a laptop available on-site for presentations.

If you require any additional equipment, please email heather.blackhall@iop.org



Format and Technical Requirements

- The lecture theatres are reasonably large, so speakers should use a minimum 16-point font size in PowerPoint slides to ensure legibility.
- To avoid potential problems with display fonts, please only use fonts common to both platforms (Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman).
- For images in your presentations, it is preferable that the images are in jpg format. The image resolution must not exceed 1920 x 1080 pixels (width by height).
- Please ensure your presentation is using a 16:9 aspect ratio to fill the projection screens.
- If you have embedded video files to your presentation, they must be any of the following formats mpg, mpeg, wmv avi or QuickTime (mov)
- Do not forget to upload any video files separately in addition to your PowerPoint presentation.

Safety and emergency evacuation procedures

In the event of a fire, the alarms will ring constantly; guests are to exit the building using the nearest available exit. The Fire Assembly point is at the front of the hotel; there will be staff to direct you. You will be advised if there is an alarm test whilst you are onsite. Anyone who has special needs in the event of an emergency should make themselves known to staff on arrival.

Smoking

There is no smoking throughout the hotel. Should guests wish to smoke, there are cigarette bins at the front of the hotel.

First aid

There are qualified first aiders on site 24 hours a day. Should the need arise please ask any member of hotel staff who will be able to contact the on-site first aider.

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 on the campus.
- 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.

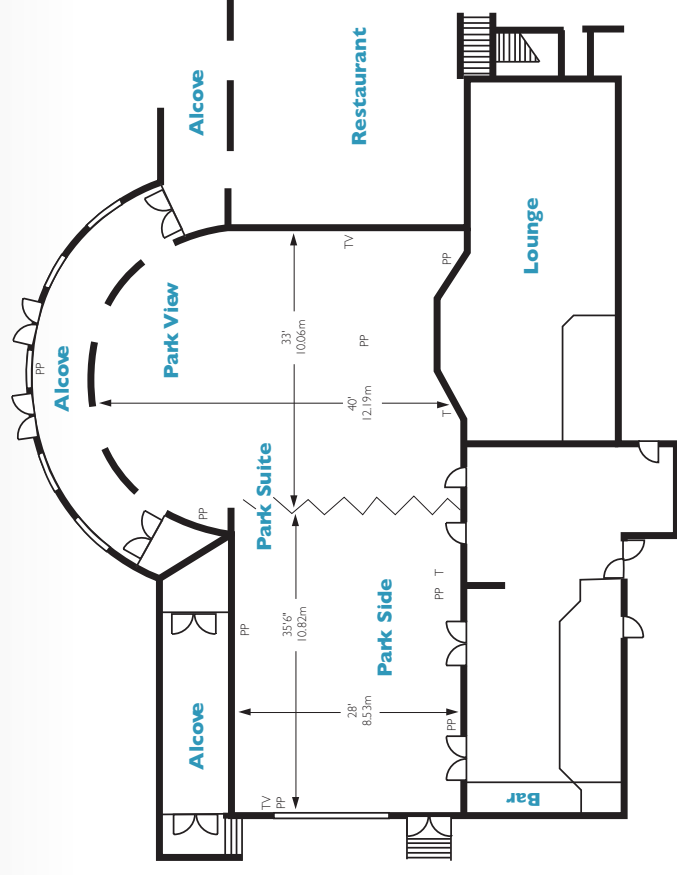
Park Suite

Length: 20.88m Width: 8.53-12.19m Height: 2.32-2.89m

Layout	Combined Capacity	Park Side	Park View
Theatre	230	80	100
U-shape	80	35	40
Boardroom	100	40	45
Classroom	140	45	55
Reception / Buffet	250	100	120
Dinner	180	90	100

Park Suite at a glance:

- Max capacity 250
- Natural daylight
- FREE wired internet
- Wheelchair Access



Key
 P – Power Point
 PP – Double Power Point
 T – Telephone
 TV – Television/Video Socket

Summit 1 & Summit 2

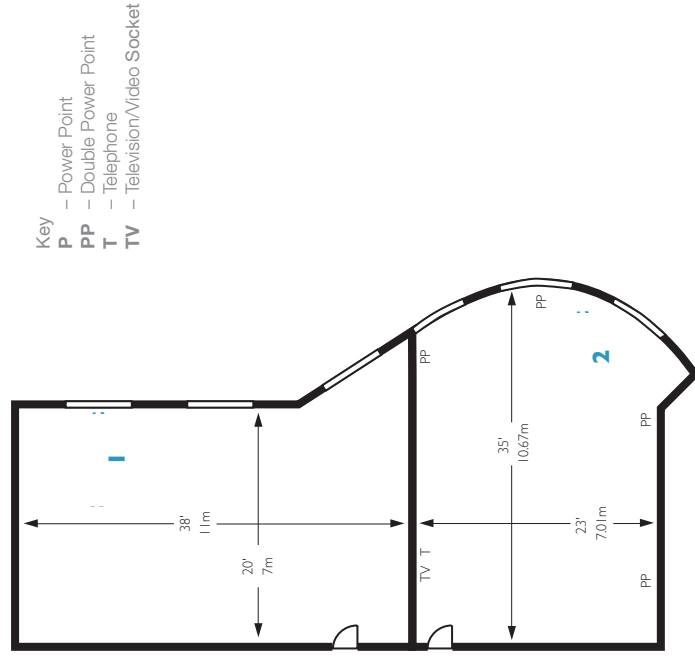
Height: 1.93-2.64m

Both of these rooms are bright and spacious with plenty of natural light and each can accommodate up to 60 delegates.

Layout	Capacities
Theatre	60/60
U-shape	32/22
Boardroom	32/22
Classroom	40/40
Reception / Buffet	60/60
Dinner / Dinner Dance	-/50

Summit 1 & Summit 2 at a glance:

- Max capacity of each 60
- Natural daylight
- Air Conditioning
- FREE wired internet
- BT Openzone Wi-Fi (chargeable)
- Wheelchair Access



The Boardroom

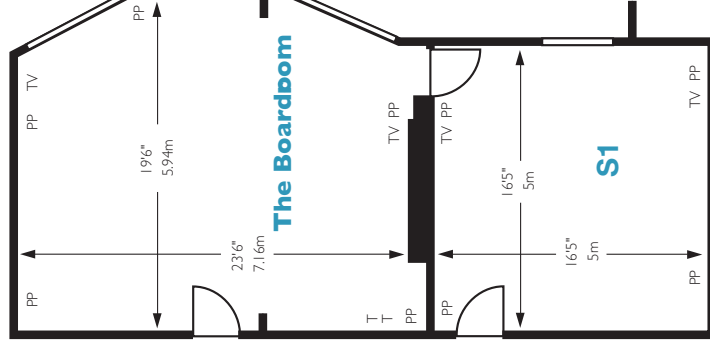
Height: 2.64-3.0m

The Summit Conference Centre provides a shared breakout area offering exclusive use for all conference delegates for refreshments throughout the day. The superbly-equipped S1 and Boardroom are adjoining boardroom-style meeting rooms that accommodate 8 and 16 delegates respectively.

Layout	Capacities
Theatre	30/20
U-shape	14/8
Boardroom	16/8
Classroom	14/8
Reception / Buffet	20
Dinner	-

The Boardroom at a glance:

- Max capacity 30
- Air conditioning
- Natural daylight
- FREE wired internet
- BT Openzone Wi-Fi (chargeable)
- Wheelchair Access



Key
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S2, S4 and S5

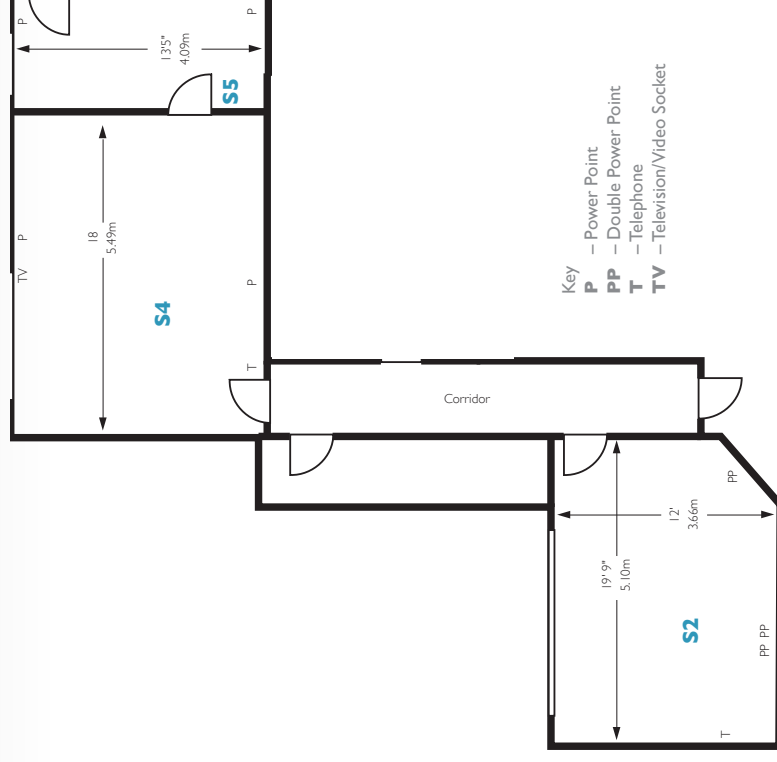
Height: 3.0m

This suite of 3 self-contained rooms is ideal for meetings and training sessions. S4 can accommodate up to 20 delegates, S2 can accommodate 15 and S5 can accommodate 10 delegates.

Layout	Capacities		
	S2	S4	S5
Theatre	15	20	10
U-shape	-	10	-
Boardroom	10	12	10
Classroom	8	8	8
Reception / Buffet	-	-	-
Dinner	-	-	-

Syndicate Rooms at a glance:

- Max capacity 20
- Air conditioning
- Natural daylight
- FREE wired internet
- BT Openzone Wi-Fi (chargeable)
- Wheelchair Access



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www.iop.org/conferences

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