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Contacts

If you have any questions or require further information, please contact a member of the Institute of Physics conference organising team, Jason Eghan or Marcia Reais.

Jason and Marcia will be on-site for the duration of the conference and will be based on Sunday in St. Anne’s College in the Lodge and then in the Department of Physics, Martin Wood Foyer on the Reception Desk during registration times (see page 6). Outside of these times and only in case of an emergency, please telephone 07884 426 8232.

Jason Eghan
Tel: +44 (0)207470 4984
Mobile: +44 (0)7884 426 8232
Email: jason.eghan@iop.org

Marcia Reais
Tel: +44 (0)207470 4831
Email: marcia.reais@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 do encounter any problems, please report them to the conferences team who will make every effort to rectify the issue as soon as possible.

Disclaimer

The Institute of Physics, University of Oxford and their approved representatives accept no responsibility for any accident, loss or damage to participant’s property during the conference.

Social media

Follow and join the conversation at #IOPmb2019
Sponsors

Committee

- Professor Andrew Turberfield – University of Oxford, UK (Conference chair)
- Professor Achilles Kapanidis, University of Oxford, UK
- Professor Michelle Peckham, University of Leeds, UK
- Dr Bartlomiej Waclaw, University of Edinburgh, UK
- Dr Tom Waigh, University of Manchester, UK
Venue

The conference will take place in the Department of Physics, University of Oxford (Clarendon Laboratory and Beecroft Building) for the scientific programme, and St. Anne’s College for catering and the Social Programme. Please refer to the overview and floor plan for the location of each activity.

**Clarendon Laboratory**
Department of Physics  
University of Oxford  
Parks Road  
Oxford  
OX1 3PU

[Google map](#)

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<td>The Outreach Room, St. Anne’s College</td>
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Site Maps

Please use the links provided below to view the venue site maps:

- St. Anne's College
- Clarendon Laboratory

Accommodation

A limited number of en-suite rooms are available at St. Anne’s College on a bed and breakfast basis. Rooms are offered on a strictly first-come, first-served basis. To reserve accommodation at the college visit the conference accommodation website.

Please note - the promotional code required to access the bedroom availability is IOP30858.

Accommodation bookings include within the price:

- 24-hour Lodge/Reception
- Hospitality trays
- Towels
- Toiletries
- Full English breakfast

Check-in and out times

Check-in is from 13:00 on your scheduled day of arrival. Please collect your bedroom key from the porters lodge. Guests should check out at 10:00 on the day of departure and return keys to the lodge.

Secure luggage storage is available at the Lodge. Please do not forget to return your key before you are due to depart.

The St. Anne’s College Porters Lodge is manned 24 hours a day. In the event of the Porters being away from their desk out of office hours, they are easily contactable by mobile: 07812 408294.

WiFi

The University offers 'Eduroam' for participating institutions. Alternatively, please use 'The Cloud'. Select 'the cloud' from the available wifi networks, and then create a username and password on ‘the cloud’ home page (if you do not have these already). ‘The cloud’ accepts up to two devices and is free at both Clarendon Laboratory and St Anne’s College. Please refer to this leaflet if you have difficulty with connecting to wifi.

The Porters Lodge is manned 24 hours a day. In the event of the Porter being away from their desk out of office hours, they is easily contactable by mobile; 07812 408294.

Travel

For travel information, visit the conference website. Use Google Maps for directions.
Programme

The full programme is available to download from the website. A printed copy will be included in your welcome pack, which you will receive on arrival at the conference.

Registration

The registration desk will be located just outside the Outreach Room on Sunday, and in the Martin Wood Foyer for the rest of the conference at the times listed below. All attendees will receive on arrival a welcome pack which contains a copy of the programme, a pen and pad, and conference badge.

The abstracts will be available in digital format only and available to download from the website. If you want a copy to refer to while on-site at the conference, please print or save a personal copy.

Participants are asked to wear their badges at all times throughout the conference to help with security and identify fellow participants. Replacement badges can be issued at the registration desk for £2.50 each.

- Sunday 8 September 14:30-17:30
- Monday 9 September 09:00-18:00
- Tuesday 10 September 09:00-18:00
- Wednesday 11 September 08:00-15:20

Outside of registration times and only in the case of an emergency, please call 07884 268 232.

Catering

Please refer to the programme for timings and the following overview for locations.

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<td>Breakfast (7:30 – 9:00)</td>
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<td>Pre-Dinner Drinks Reception (Tue)</td>
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Dietary requirements

Participants with dietary requirements are asked to notify the conference office by email prior to their arrival. It will not be possible to provide an alternative menu unless prior notification has been received. Please email jason.eghan@iop.org if you have any queries.
Social Programme

The Social Programme will take place at St. Anne's College:

- Welcome Reception in the Outreach Room - Sunday 8 September
- Welcome Dinner in the Main Dining Hall - Sunday 8 September
- Dinner in the Main Dining Hall - Monday 9 September
- Pre-Dinner Drinks Reception in the Foyer B Ruth Deech Building - Tuesday 10 September
- Physics Meets Biology 2019 Conference Dinner in the Main Dining Hall - Tuesday 10 September

St. Anne's College, Oxford
56 Woodstock Rd
Oxford
OX2 6HS

Please note - the Sunday Dinner is a pre-registered event and costs £30 per attendee. Please ensure that you selected this option in your registration to reserve your place. You will be provided your ticket in your registration pack upon your arrival.

For more information, please visit the conference website at pmb2019.iopconfs.org/socialprogramme

Payment

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

Presenter instructions

- Please contact your session Chair before your session.
We recommend presenters bring their presentation on a USB stick to load their talk onto the PC located in the Martin Wood Lecture Theatre Room.

Your presentation should be loaded on to the PC located in the Martin Wood Lecture Theatre in the break preceding the start of your session. Please save your presentation file in the appropriate named folder saved on the desktop. Direct connection of personal laptops is the alternative approach.

Presenters are asked to prepare their talks to match the allocated times in the programme which will be strictly enforced by the conference chairs.

- Keynote Lectures: 40 minutes talk + 10 minutes questions
- Invited talks: 25 minutes talk + 5 minutes questions
- Contributed talks: 15 minutes talk + 5 minutes questions

The Martin Wood Lecture Theatre will be equipped with audio-visual aids listed below:

- PA system with PC sound kit and Microsoft office software
- Desktop computer and connection for laptop
- Hand-held and lapel microphones

A member of staff will be on hand throughout the conference to assist presenters to upload their presentation onto the house computer or to link up their own laptops.

If you require any additional equipment, please email jason.eghan@iop.org.

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**Posters**

Posters will be located in the Simpkins Lee Room, Beecroft Building, Department of Physics.

**Poster Session 1 – P1.1-P1.21**

- Authors should mount their poster from 09:00 on Monday 9 September and must remove it by 09:00 on Tuesday 10 September.
- Presenters are asked to be available during the session on Monday 9 September from 15:50.

**Poster Session 2 – P2.1-P2.21**

- Authors should mount their poster from 09:00 on Tuesday 10 September and must remove it by the end of the session.
- Presenters are asked to be available during the session on Tuesday 10 September from 15:50.

Any poster not removed at the correct time will be recycled.

**Posters should be (maximum) A0 in size (118.9 x 84.1cm/ 46.8 x 33.1 inches), in a landscape format.**

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. Please note any posters printed in fabric might be harder to mount and will possibly fall from the boards.

Posters must be prepared in advance of the conference as it will not be possible to print them on-site.

Safety and evacuation procedures

If the alarm sounds, please evacuate the building immediately and assemble outside (all fire exits are signposted). DO NOT re-enter the building until instructed it is safe to do so by the fire officer in charge.

Smoking

In accordance with government legislation, smoking is not permitted in any building, temporary enclosed structure or substantially enclosed space outside of the building. E-cigarettes are also not permitted.

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 IOP conferences team are also trained first aiders.

Weather

The weather in the UK can be unpredictable and therefore we recommend participants bring a waterproof rain jacket and/or umbrella. The average temperature for September in Oxford is 14°C.

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 within walking distance of the conference.
- 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 replace the 0).
- Emergencies - 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.

Conference app
PMB 2019 will have its own dedicated conference mobile app with information related to the programme, exhibitors and sponsors. There will also be daily notifications to keep you up to date with each day’s schedule. To opt in, please complete the steps in your confirmation email.