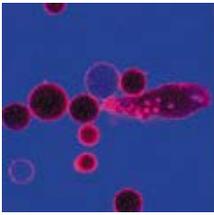


The Physics of Soft and Biological Matter

6–8 April 2016

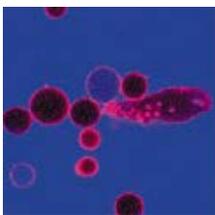
Homerton College, Cambridge, UK

Organised by IOP Biological Physics Liquids and Complex Fluids,
Molecular Physics and Polymer Physics Groups



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The Physics of Soft and Biological Matter

Please read this handbook prior to 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 Dawn Stewart or the conferences team. There will be two IOP representatives on site throughout the conference (please see registration opening hours) to answer any questions.

Contacts

General organisation

Dawn Stewart
Institute of Physics
76 Portland Place
London W1B 1NT, UK
Tel: +44 (0)20 7470 4910
Fax: +44 (0)20 7580 0890
E-mail: dawn.stewart@iop.org

Organising committee

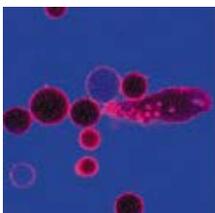
Michael Allen, University of Warwick, UK
Martin Buzza, University of Hull, UK
Pietro Cicuta, University of Cambridge, UK
Lorna Dougan, University of Leeds, UK
Rhoda Hawkins, University of Sheffield, UK
Neil Hunt, University of Strathclyde, UK
Aline Miller, The University of Manchester, UK

Disclaimer

The Institute of Physics, Homerton College and their approved representatives cannot take responsibility for any accident, loss or damage to participants or their property during the conference.

Complaints

We hope that your time at the conference is enjoyable. However, should you encounter any problems during your stay, please report them to the conference registration desk as soon as possible. The conference team will make every effort to rectify any issues as soon as possible.



The Physics of Soft and Biological Matter

Location

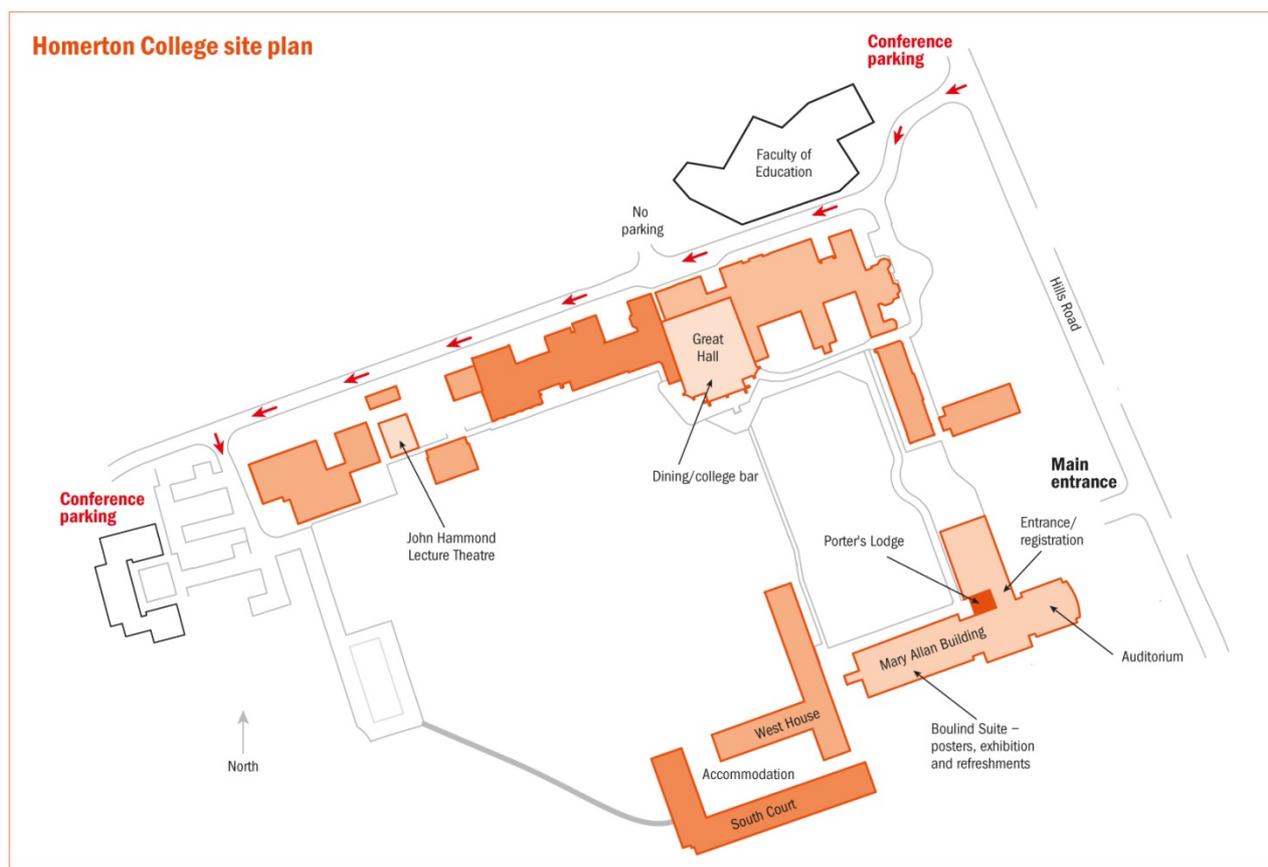
The conference will be held at Homerton College in Cambridge. The talks will be held in the Auditorium and John Hammond Lecture Theatre while posters, exhibitors and refreshments will be located in Boulind Suite. Lunches and dinners will be held in the Great Hall. Accommodation will also be located at Homerton College for those delegates that have booked a room on-site.

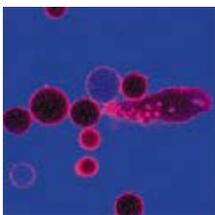
Delegates should enter Homerton College via the main entrance and check-in and/or register at the Porter's Lodge located in the Mary Allen building. If arriving by car there is a large car park at the rear of Homerton Conference Centre which is free of charge for conference delegates (this is located at the very end of Harrison Drive, on the left-hand side of the road). The car park access code is **4471**.

Venue

Homerton College
Hills Road
Cambridge
CB2 8PH
Tel: +44 (0)1223 747111

For information about the venue, please visit their website: <http://www.homertonconference.com/>





The Physics of Soft and Biological Matter

Accommodation

Homerton College, Hills Road, Cambridge, CB2 8PH

Accommodation is not included in the registration fee. Single en-suite accommodation (private WC) is available at Homerton College on a bed & breakfast basis.

To book accommodation, visit the web site: <http://softbio2016.iopconfs.org/accommodation> *Please note if booking accommodation for 5th April, the online booking system will not accept bookings after 10am on Friday 1 April.*

All rooms are single bedrooms with an en-suite shower room or 'wet room'; each floor houses specially adapted wheelchair-friendly rooms and facilities. Tea and coffee making facilities are standard in each bedroom along with a telephone, ethernet point and toiletries.

Wi-Fi

Wi-Fi is free of charge.

Breakfast

Breakfast for residents is served 07:30 - 08:45 each day in the Great Hall.

Checking in and out

Bedrooms will be available from 14:00 on arrival and should be vacated by 09:00 on the day of departure. You can collect your bedroom keys from the Porter's Lodge.

There is a £40.00 charge for lost bedrooms keys.

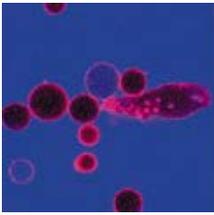
Tourist information

The city of Cambridge is a university town and the administrative centre of the county of Cambridgeshire, England. It lies in East Anglia, on the River Cam, about 50 miles (80 km) north from London. Cambridge is most widely known as the home of the University of Cambridge, founded in 1209 and consistently ranked one of the top five universities in the world. The university includes the renowned Cavendish Laboratory, King's College Chapel, and the Cambridge University Library. The Cambridge skyline is dominated by the last two buildings, along with the chimney of Addenbrooke's Hospital in the far south of the city and St John's College Chapel tower.

For more information, please visit the Visit Cambridge Tourist Information website at <http://www.visitcambridge.org>

Useful local information

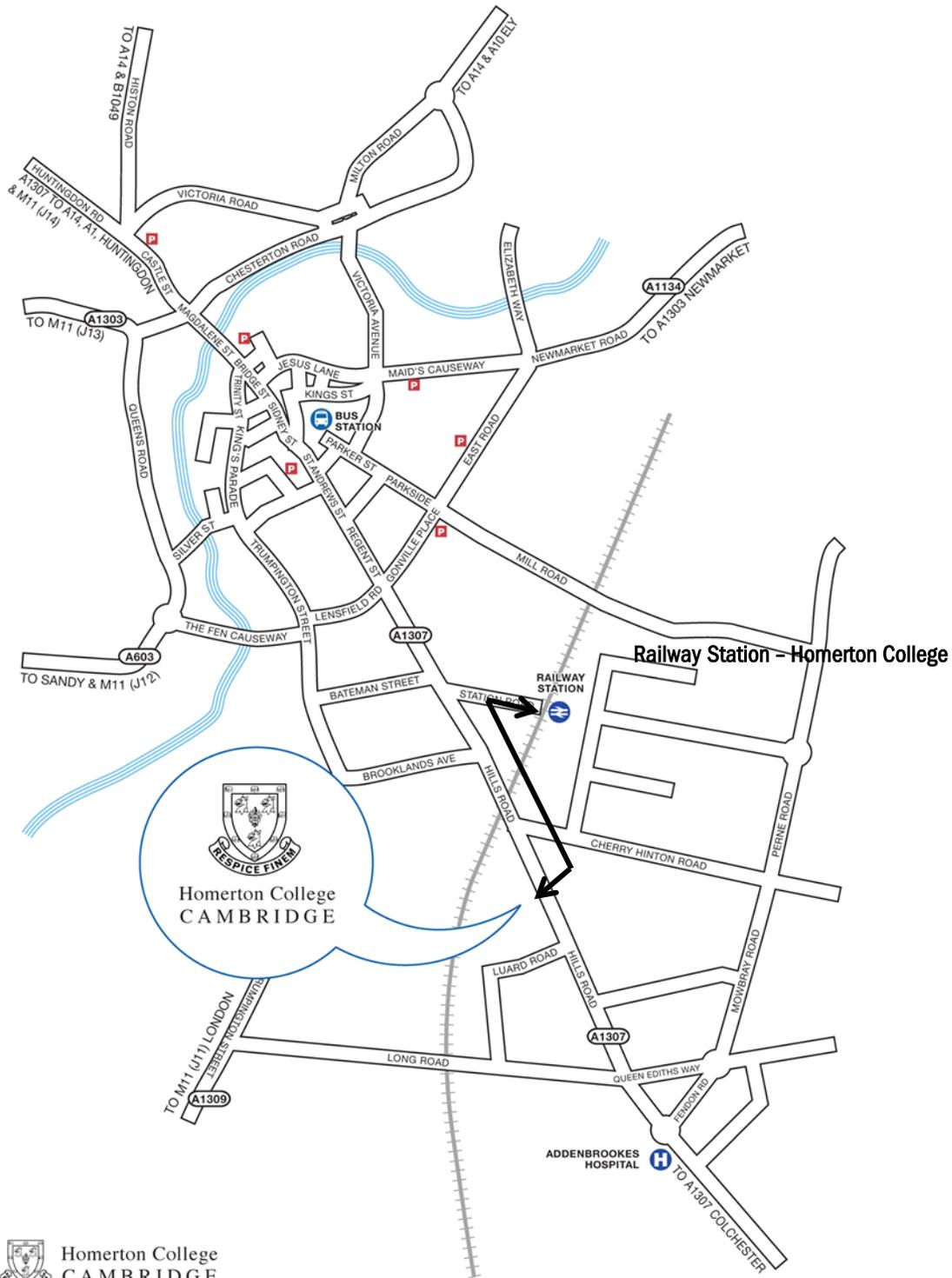
- Money - Britain's currency is the pound sterling (£). There are cash machines throughout Cambridge and major credit cards are accepted.
- Electricity - British electrical standards are 50Hz 230 volts, so some North American and European electrical devices may require converters; all will require plug adapters.
- Medical services - Some medicines are available over the counter from pharmacists. For medical advice, try NHS direct by telephone on 0845 4647 (24-hour within the UK) or www.nhsdirect.nhs.uk
- Emergencies - Visitors should be aware of their personal safety. In an emergency, the police, fire or ambulance services can be reached from any phone by dialling 999.

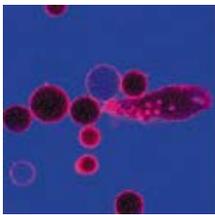


The Physics of Soft and Biological Matter

Travel

The city of Cambridge is in the south east of England, 50 miles north of London. It is well served by road and rail links, and is within an easy distance of the major London airports. Homerton College is situated on Hills Road just outside the City Centre between the main railway station and Addenbrookes Hospital, offering easy access by any means of transport.





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Train/Bus/Walking

From Cambridge station you can catch a bus, take a taxi or walk to Homerton. The citi 1 bus stops outside Homerton and departs every 10 minutes from the station. There are plenty of taxis outside the main entrance to the station.

To walk to Homerton:

On exiting the station turn left onto Station Place and walk for a few minutes before turning right on to Brookgate. Turn left by the Co-op on to Hills Road and walk over the railway bridge, continue walking along Hills Road and cross over Cherry Hinton Road at the lights.

Homerton College is on the right hand side (just past Hills Road Sixth Form College) behind the black railings. Follow the signs to the Conference Centre Reception or your specific event signage.

By car

There is a large car park at the rear of Homerton Conference Centre which is free of charge for conference delegates (this is located at the very end of Harrison Drive, on the left-hand side of the road)

From the M11

Exit the motorway at junction 11 - following signs to the city centre

- continue along the A1309 through Trumpington, past the Green Man pub and turn right at the junction and traffic lights onto Long Road
- at the cross road turn left onto Hills Road and continue for approximately $\frac{1}{2}$ a mile
- you will see Homerton College on the left, behind the black railings
- just beyond the main College entrance on your left is Harrison Drive

Turn left into Harrison Drive and follow signs for Homerton Conference Centre car park, which you will find on your left at the end of the road.

- To access the car park, key in the code (shown right) at the barrier.
- You will be unable to access the car park without this code.

From the City Centre

- follow the A1307 out the city centre, eventually crossing over the railway bridge
- at the junction go straight across and turn right into Harrison Drive and continue following signs for Homerton Conference Centre car park, which you will find on your left
- To access the car park, key in the code (see below) at the barrier
- You will be unable to access the car park without this code.

Car Parking Code: 4471

from Monday 4 April 2016

Taxis

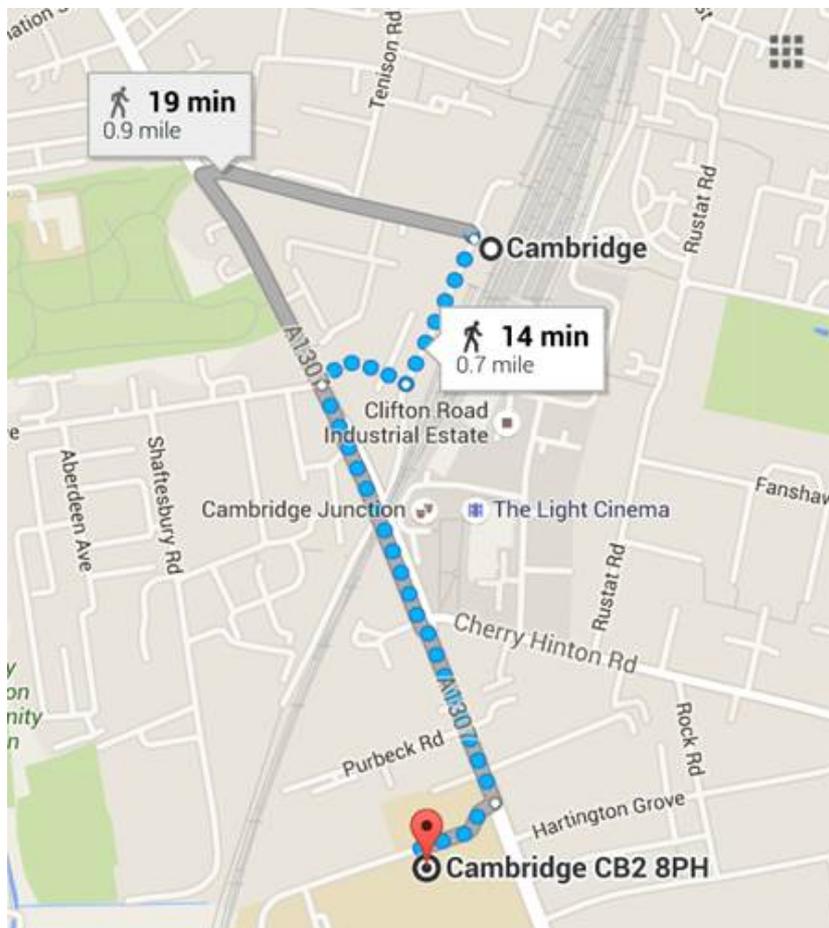
A1 Cabco Taxis +44 (0) 01223 52 55 55 / +44 (0) 1223 31 31 31

Panther Taxis - +44 (0) 1223 715715



The Physics of Soft and Biological Matter

There is a new walking route from the train station. Please see below:



Visas

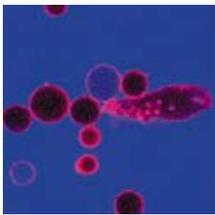
Citizens of the European Union do not need a visa to enter Britain. If you are from any other country, find out about visa requirements before you travel by visiting <http://www.ukba.homeoffice.gov.uk/visas-immigration/>

Registration

Registration will be held in the Mary Allen Building Foyer from Wednesday 6 April to Friday 8 April. Times are as follows:

Date	Times
Wednesday 6 April	11:30 – 19:30
Thursday 7 April	08:30 – 19:30
Friday 8 April	08:30 – 13:00

On arrival, each participant will receive a delegate pack containing a pen and pad, a programme and a lanyard badge. Please wear your badge at all times because this will help with security, catering and enable you to identify your fellow delegates. Replacement badges can be issued at the registration desk. On your departure, please return your badge to the registration desk so that it can be recycled.



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Messages

A message board will be placed near the registration desk. Participants should check the board for messages as an attempt to locate participants will only be made in the case of an emergency. During registration times, messages can be left by email to dawn.stewart@iop.org or by telephone to +44 (0) 7917 181 183

Venue facilities

Internet

All meeting rooms, communal areas and bedrooms include complimentary Wi-Fi access; please use the following log in details which are case sensitive:

Wi-Fi Network: **Homerton Hospitality**

Username: **ConferenceS2**

Password: **sunnday9**

Cloakroom

Homerton College does not facilitate a manned cloakroom. A coat rail will be available near the IOP registration desk and there are coat hooks available in the entrance to the Auditorium. A luggage storage room will be available throughout the conference near the Boulind Suite. All goods left in these areas are left at the owner's risk and neither the IOP nor Homerton College accept any liability for any loss or damage to personal goods.

Prayer room

There isn't a dedicated prayer room in Homerton College, anyone wishing to make use of a meeting room facility should make a request to the IOP registration desk and the IOP staff will direct delegates accordingly.

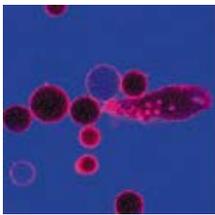
Banking facilities

There are several ATMs (cash points) within the area of Homerton College.

Catering

Refreshments, lunches and dinners are included in the registration fee and are served at set times during the conference programme.

Wednesday 6 April	Times	Location
Breakfast (<i>residential delegates only</i>)	07:30 – 08:45	Great Hall
Lunch	12:00 – 13:20	Great Hall
Afternoon refreshment break	15:40 – 16:25	Boulind Suite
Drinks reception during the poster session	17:45 – 18:30	Boulind Suite
Dinner (informal)	19:30	Great Hall
Thursday 7 April	Times	Location
Breakfast (<i>residential delegates only</i>)	07:30 – 08:45	Great Hall
Arrival refreshments (<i>non-residential delegates</i>)	08:30 – 09:00	Boulind Suite
Morning refreshment break	10:50 – 11:35	Boulind Suite
Lunch	12:40 – 13:50	Great Hall
Afternoon refreshment break	15:40 – 16:25	Boulind Suite
Drinks reception during the poster session	17:55 – 18:40	Boulind Suite
Conference Dinner (three course, formal)	19:30	Great Hall
Friday 8 April	Times	Location
Breakfast (<i>residential delegates only</i>)	07:30 – 08:45	Great Hall



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Arrival refreshments (<i>non-residential delegates</i>)	08:30 – 09:00	Boulind Suite
Morning refreshment break	10:30 – 11:15	Boulind Suite
Lunch	12:50 – 13:50	Great Hall

Dietary requirements

Participants with special dietary requirements are asked to notify the conference office by e-mail prior to their arrival if they have not already done so when registering. 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.

We are aware that nut allergies in particular present a serious problem to some people. Homerton College can provide details of the ingredients of any particular dish, but cannot provide assurances that the food has not been cross contaminated with traces of nuts during ingredient processing at manufacturer's site or during food preparation/service on site. For these reasons, we regret we are unable to provide guarantees that any of the food we serve is free from nuts or trace elements. Please e-mail dawn.stewart@iop.org if you have any queries.

Social programme

Wednesday 6 April

A drinks reception will be held between 17:45 – 18:30 in the Boulind Suite, followed by a two course dinner in the Great Hall at 19:30.

Thursday 7 April

A drinks reception will be held at 17:55 – 18:40 in the Boulind Suite, followed by a three course formal conference dinner in the Great Hall at 19:30.

The Griffin Bar located in the Buttery area outside the Great Hall, which is open from 19:00 till 23:00 each day.

Exhibition

A table top exhibition will be held in the Boulind Suite on Wednesday 6 April and Thursday 7 April. Please take the time to talk to the exhibitors should you have any enquiries.

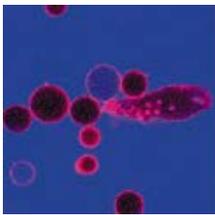
Exhibitors

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www.ioppublishing.org

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The Physics of Soft and Biological Matter

JPK Instruments AG

JPK Instruments AG is a world leading manufacturer of nano-analytic instruments - particularly AFM systems and optical tweezers for a broad range of applications reaching from soft matter physics to nano optics, from surface chemistry to cell and molecular biology.

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Windsor Scientific

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Instructions for presenters

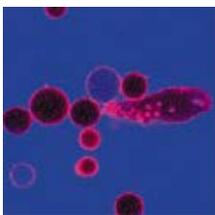
Oral presentations

The lecture theatres are equipped with the following audio-visual equipment:

- Data projector and screen
- PC or laptop with Windows XP
- Laser pointer
- Lectern and microphone
- Lapel and/or hand-held radio microphones

Speakers are requested to bring their presentation on a USB memory stick in either Office 2010 or .pdf format and preload it onto the PC/laptop located in the lecture theatre. Speakers should save their presentation into the appropriate pre-named session folders pre-set on the desktop and files should be saved by speakers surname and initial. To optimise compatibility, particularly for the inclusion of multimedia components, speakers should include the original files so that it can be re-embedded if necessary. Direct connection of personal laptops (with set up in the break prior to the corresponding session) is an acceptable but not preferred alternative. Mac users should ensure that they bring the correct connection cable (VGA) with them.

The lecture theatre is reasonably large, and speakers should use a minimum 16-point font size in PowerPoint slides to ensure legibility. Presenters are asked to prepare their talks to match the allocated times which will be rigidly enforced.



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Poster presenters

There will be 2 posters sessions (**A** and **B**) on display at the conference in the Boulind Suite. During these sessions, authors are asked to remain next to their posters to answer questions.

Displaying and removing posters

Posters in **Session A** can mount their posters from 12:00 on Wednesday 6 April and must be removed by 13:00 on Thursday 7 April.

Posters in **Session B** can mount their posters from 13:35 on Thursday 7 April and must be removed by 12:40 on Friday 8 April.

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

Dimensions

Poster board dimensions are 2m by 1m. **Posters should be A0 in size (118.9 x 84.1cm / 46.8 x 33.1 inches), in a portrait 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.

Content

Posters are a visual presentation of your research and as such we recommend that you use schematic diagrams, graphs and tables, where possible, rather than just text. Please use an appropriate sized font so the information is legible at a distance of about 3' or 1 metre.

Safety and security

Personal property

Homerton College and the Institute of Physics do not accept responsibility for the loss of or damage to personal property. Visitors are advised to keep personal possessions with them.

Evacuation policy

In the event of a fire you should evacuate the building by the nearest safe fire exit and report to the nearest assembly point. Delegates should not re-enter the building until the Fire Service or Security team confirms that it is safe to do so. The fire alarm is tested on Thursday mornings, should this occur during your stay you do not need to act unless you are otherwise instructed.

First aid

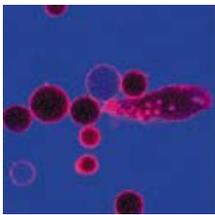
There are first aid trained staff available 24 hours a day - contact the Porter's Lodge on 47111 or the Conference Office on 47218 if an emergency arises. They will assist with first aid and can call an ambulance if required.

Security

Security staff are on duty 24-hours a day, 7-days a week. Should you need to contact them in an emergency, please call the Porter's Lodge on 47111. Should an accident, theft or other incident occur on the University premises, it must be reported without delay to a Duty Porter.

Smoking

In compliance with the current UK legislation, smoking is not permitted within any enclosed area of the Homerton Site. There are two designated smoking areas, one in the car park by the Auditorium and one in the car park at the rear of the site.



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Behaviour and conduct

The Institute of Physics and Homerton College reserve the right to charge in full for loss or damage to the college. Whilst on the Homerton College site, all guests should show respect that this is a working environment, even in vacation periods.

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'
- Membertalk
- IOP LinkedIn group

Institute of Physics

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www.iop.org/conferences

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