

CONFERENCE INFORMATION

Registration

Conference registration at The Queens College will be open 16:30 – 18:00 on Monday 10th April and 08:00 – 09:00 on Tuesday 11th April.

Welcome reception

A welcome drinks reception will be held in the Magrath/Old Lodgings rooms at The Queen's College at 18:00 – 20:00 on Monday 10th April.

Conference dinner

The conference dinner will be held on the Tuesday evening (11th April) and is available to those of you who specified dinner attendance on your registration form.

Poster session

The poster session will be held at Diamond Light Source on the Wednesday evening (12th April) and a coach will transport delegates to and from the session. There will also be the opportunity to tour beamlines at the synchrotron during the session.

Posters should be printed in **size A0, portrait**. A poster prize will be awarded to the best student poster.

Information for speakers

Please bring your Powerpoint presentation on a USB stick. A conference assistant will be available to assist you load your talk prior to your session.

LOCATION AND TRAVEL

The address for the conference venue is: The Queen's College, High St, Oxford OX1 4AW. Queens college on [Google maps](#) and <https://www.queens.ox.ac.uk>.

Queen's College is situated on the Oxford High Street approximately 5 minutes walk from the main shopping area of the city. Due to the college's central position in historic Oxford no car parking is available at the College, but buses from the Thornhill and Seacourt Park and Ride sites stop directly outside of Queen's, as do buses from the train station, London and London airports (see below).

By road:

Oxford is connected to London, the M25 and the Midlands by the M40 motorway. Junctions 8 and 9 link directly to the city. The Oxford ring road provides direct access to the south and west via the A34.

Parking:

There are access restrictions for cars within the city centre, particularly for traffic coming into the centre from the east, along the High Street. For quick and easy access to the city centre you are

advised to use one of Oxford's 5 Park and Ride sites. The 400 service from the Thornhill and Seacourt Park and Ride sites stops directly outside of Queen's.

By train:

A direct service operates between Oxford and London Paddington (approximately every 30 minutes), and between Oxford and Birmingham New Street. Other services operate from the north via Birmingham New Street; from the South via Reading; and from the west via Didcot or Reading. For information contact National Rail Enquiries (www.nationalrail.co.uk; +44 (0)8457 484950).

By coach: Two services operate from London: one leaves from Victoria Coach Station (Buckingham Palace Road (Stop 7) every 10 - 20 minutes during weekdays (X90 Oxford Bus Company, <http://x90.oxfordbus.co.uk>) the other from Grosvenor Gardens by Victoria Railway Station every 10 minutes at peak times (Oxford Tube, www.oxfordtube.com). Both services pick up at Marble Arch. There is also a coach service from Cambridge (X5 via Milton Keynes). For information on coaches to other major cities and airports contact National Express (www.nationalexpress.com; tel: +44 (0)8717818178).

Taxi information:

Taxi ranks are located at Oxford Railway Station, Gloucester Green Coach Station and St Giles' in the city centre.

ABC Taxis, tel: +44 (0)1865 770077

City Taxis, tel: +44 (0)1865 201201

Euro Taxis, tel: +44 (0)1865 430430

Radio Taxis, tel: +44 (0)1865 249743 or 242424

By air:

The most convenient arrival airport is London Heathrow, from which there is a frequent express coach service to Oxford. London Gatwick is a little further, but again there is direct coach service to and from Oxford. Visit 'The Oxford Bus Company' at <http://airline.oxfordbus.co.uk> for full airport coach services.

London Stansted airport is linked to Oxford by the National Express 757 coach service, running every two hours. Visit www.nationalexpress.com for more information.

GENERAL INFORMATION FOR THE QUEENS COLLEGE

CHECK IN/CHECK OUT: check in time is between **14:00-20:00** and check out time is by **10:00**.

BREAKFAST: served in the main Hall between **07:45** and **08:45**.

A wide range of Full English and Continental breakfast options are offered.

ACCESS: The main College entrance is open from **07:00 – 21:00** daily

When the main entrance is locked you will use the 'late gate' to come and go. This is operated by a coded key pad and the Porters' Lodge will issue your code to you on check in.

The main entrance closes at 21:00 but the Lodge is manned until midnight. Should you forget the late gate code, the porter can be reached via the intercom at the main entrance. From midnight until 07:00 the Lodge is unmanned.

In the event of **an absolute emergency** the resident caretaker can be reached on 79120.

BEDROOM FACILITIES: Tea and coffee making facilities, refrigerators, bed linen and towels are all provided in the bedrooms. Rooms are serviced daily and clean bed linen and fresh towels will be provided as necessary.

INTERNET ACCESS: Wi-Fi details will be provided at registration.

GARDEN AND GROUNDS: You are welcome to access Drawda Garden (the lawn outside the Shulman Auditorium), but guests are kindly asked not to walk on other lawns in the College, including the Fellows' Garden which is adjacent to Drawda Garden. It is an ancient tradition that the lawns in the quads are for decorative use only.

SMOKING: All areas in College, including the grounds, are non-smoking, with the exception of one designated smoking area underneath the oak tree in Drawda Garden. All rooms have smoke detectors installed.

SECURITY: Please ensure all valuables are tidied away in your bedroom and the door is locked when you leave your room. If you see anything suspicious please report it to your Conference Organiser or the Porters' Lodge. The College has a CCTV system monitored by the lodge. After the lodge is closed, please be vigilant of tailgaters when accessing the College.

FIRE: Please read the fire notices in your room and familiarise yourself with the nearest fire evacuation points. Regulation fire doors, lighting and alarms are installed throughout the college. Upon hearing the fire alarm vacate the building by the nearest evacuation point and report to the fire marshal and your Conference Organiser.

FIRST AID / MEDICAL SERVICES: There is a first aid trained member of staff on duty in College during the hours the College is staffed, 07:00 – 21:00. The Lodge, serving staff and housekeeping staff all have designated trained persons. A First Aid box is kept at the Porters' Lodge. The nearest A&E department is the John Radcliffe Hospital, approximately 15 minutes' drive from Oxford centre. If medical services are required please contact the Porters' Lodge.

Best regards,

Sam Shaw, Melissa Denecke, Gareth Law, Oliver Street, Claire Corkhill, Claude Degueldre, Steve Parry