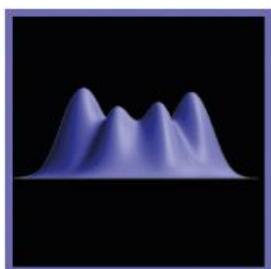


Theory meets experiment: molecular nanoscience and applications

1–3 June 2015

University College London, London, UK

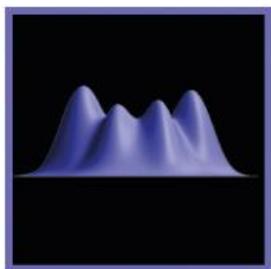
TMEMNA2015.iopconfs.org



Theory meets experiment: molecular nanoscience and applications

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Theory meets experiment: molecular nanoscience and applications

Contacts

Please review this handbook prior to the event as it contains all the information you need to effectively plan your table top display. If you do have any questions, please contact the conferences team using the details below.

Claire Garland
Conferences Manager
Institute of Physics
Tel: +44 (0)20 7470 4840
Mobile: +44 (0)7881 923 142
Email: claire.garland@iop.org

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

Committee

Conference chairs

Cyrus Hirjibehedin (UCL)
Steven Schofield (UCL)

Organising committee

David Bowler (UCL)
Veronika Brazdova (UCL)
Neil Curson (UCL)
Holly Hedgeland (UCL)
Robert Thompson (UCL)

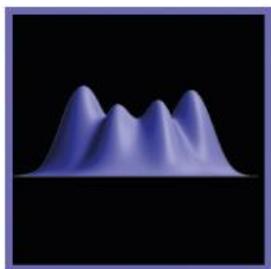
Scientific advisory committee

Ashley Cadby (U. Sheffield)
Caterina Ducati (U. Cambridge)
Philip Moriarty (U. Nottingham)
Paul Mulheran (U. Strathclyde)
Kane O'Donnell (Curtin University)
Oliver Warschkow (U. Sydney)
Richard Woolley (U. Nottingham)
Andrew Yacoot (NPL)

If you encounter any problems while on-site at the exhibition, 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 and University College London (UCL) accept no responsibility for any accident, loss or damage to exhibitors or their property during the conference.



Theory meets experiment: molecular nanoscience and applications

Location

The exhibition will be held in Darwin rooms B15 and B05 at University College London (UCL) from Tuesday 2 June to Wednesday 3 June. A campus map is appended at the back of this document.

Stands will be located with posters and catering which includes a reception and buffet on Tuesday, and lunch and refreshments on Wednesday.

**University College London
Darwin Building
Gower Street
London
WC1E 6BT**

Event times

Tuesday 2 June	18:00-20:00
Wednesday 3 June	10:15-16:00

Build times

Tuesday 2 June	14:00-16:30
	17:00-18:00

Breakdown times

Wednesday 3 June	16:00-18:00
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You will not be permitted to break down your stand before 16:00 on Wednesday 3 June. The penalty charge for any exhibitor who attempts to break their stand down before this time will be 25% of the site price. The invoice will be payable within 30 days.

Deliveries

Loading and unloading

Exhibitors are encouraged to use public transport to get to the conference as driving around Central London can be expensive. If you need to drive to the conference, please use the Mallet Street entrance, off Torrington Place to unload your equipment. Once unloaded, vehicles should be moved to one of the NCP car parks close by; it is not possible to park on the UCL campus. For a list of car parks, visit <http://www.ncp.co.uk/>

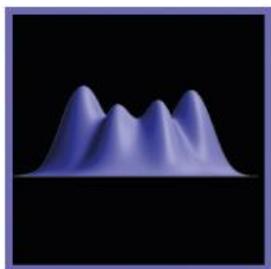
Deliveries and collection

Material for the exhibition can be sent in advance to the following address:

Theory meets Experiment Conference
1-3 June 2015 (Darwin Building)
University College London
Gower Street
London, WC1E 6BT

Please note the following guidelines.

- Material should not be delivered before 29 May



Theory meets experiment: molecular nanoscience and applications

- There is a strict limit of 6 boxes per exhibitor
- Each box must weigh no more than 30 kg
- Each box must not be larger than 58 x 31 x 23 cm
- Boxes are clearly labelled TMENMA exhibition, with your company name and stand number
- The weight and contents centre of gravity must be indicated on the box
- All shipping costs including VAT and Duty must be met by the exhibitor. Please send material as 'Delivered Duty Paid'

All material needs to be removed by 18:00 on Wednesday 3 June. Unfortunately, we cannot store any material.

Stands

The exhibition package includes:

- A 6ft table and 2x chairs
- 500W electrical socket
- WiFi internet access (a username and password will be provided in your registration pack)
- Catering for 1 representative (this includes the drinks reception and buffet on Tuesday 2 June, and refreshments and lunch on Wednesday 3 June).
- A delegate list
- One A4 insert into the conference packs

Refreshments and lunch will be served together with the exhibition at set times during the programme. Exhibitors can book additional catering passes at a cost of £88 per person plus VAT. This does not entitle entry to the technical sessions.

Catering

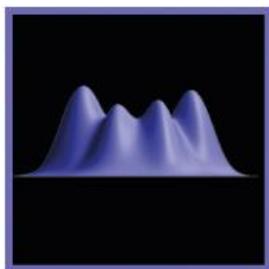
Date	Event	Time	Location
Tuesday 2 June	Reception and buffet	18:00-18:00	Darwin rooms B15/B05
Wednesday 3 June	Coffee break	10:30-11:00	Darwin rooms B15/B05
	Lunch break	12:30-14:00	Darwin rooms B15/B05
	Tea break	15:30-16:00	Darwin rooms B15/B05

Exhibitors with special dietary requirements are asked to notify the conference office by email 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 claire.garland@iop.org if you have any queries.

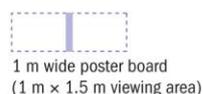
Exhibition

Exhibitor list

- NT-MDT (stand E3)
- Scanwel and SPECS Surface Nano Analysis GmbH (stand E7)
- Sigma Surface Science (stand E2)
- Windsor Scientific Ltd (stand E1)



Theory meets experiment: molecular nanoscience and applications



1 m wide poster board
(1 m × 1.5 m viewing area)

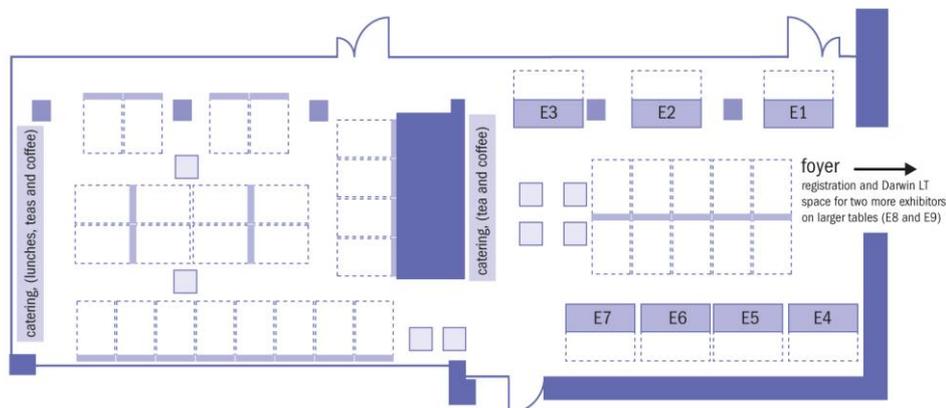


1.8 m × 0.68 m table for exhibitors
(1.8 × 0.8 m seating area)



0.6 × 0.6 m table

pillars and walls



Registration

If not already done so during registration, please confirm the name of the representative(s) manning your stand by email to claire.garland@iop.org by **27 May 2015**. On arrival at the conference, each exhibitor will be given a badge which must be worn at all times during the event. Note exhibitors must not register for the conference unless they are planning to attend as a paid delegate.

Delegate packs

One delegate pack is included with each table top. The pack will include a delegate list, a programme and a book of abstracts. Note the delegate list will not include email addresses due to the data protection act; exhibitors are therefore encouraged to collect business cards.

Conference pack insert

Please send 100 copies of your insert marked as follows:

Claire Garland
TMEMNA Inserts
Institute of Physics
76 Portland Place
London W1B 1NT

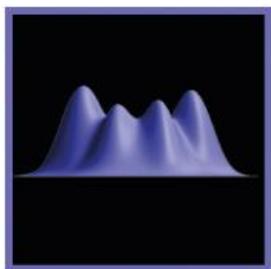
Inserts should be a single sheet of A4 (or smaller) and must arrive by 22 May 2015.

Travel

Please refer to the website at <http://tmemna2015.iopconfs.org/Travel>.

Accommodation

Please refer to the website at <https://www.imperialhotels.co.uk/en/> for a list of hotels close to University College London.



Theory meets experiment: molecular nanoscience and applications

Health and safety

Displays and structures

The organisers must be informed of displays that may be a fire risk prior to the exhibition. In addition, exhibitors must ensure that all display aids and additional stand structures are made of inherently flame-resistant material.

Electrics

All stands will be allocated a single 13 amp electrical socket. Exhibitors are asked to bring their own extension cables. British electrical standards are 50Hz 230 volts, so some North American and European electrical devices may require converters; all will require plug adapters.

Exhibitors intending to use electrical equipment must ensure that they comply with the Local Authorities Rules and Regulations. All electrical equipment must be PAT tested.

Safety and emergency procedures

In the unlikely event of a fire, an alarm will sound. Please evacuate the building immediately. Emergency exits are well sign posted. Do not re-enter the building until instructed to do so by a member of staff or the fire brigade.

Smoking

In accordance with government legislation smoking is not permitted in any building, temporary enclosed structure or substantially enclosed space outside of buildings.

Fire extinguishers

Exhibitors using, exhibiting or storing hazardous substances, objects or processes should provide the appropriate extinguishers for their stand.

First Aid

If you fall ill or injure yourself during the conference, please report the incident to a staff member who will call a trained first-aider. In case of serious injury, paramedics will be called. All three emergency services, fire, ambulance and police, can be contacted by dialling 999 from any telephone.

General information

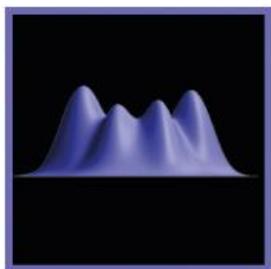
Insurance

While we take every precaution to protect your property during the event, the Institute of Physics and University College London are not responsible for any loss or damage and we recommend that you affect adequate insurance.

You are also responsible for insuring against any legal liability incurred in respect of injury or damage to third parties and to property belonging to third parties. In addition to this you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

Payment

The organiser reserves the right to refuse admission to any exhibitor who has failed to pay their stand rental prior to the event. If you request additional chargeable items, an invoice will be sent to you and our payment terms are 30 days.



Theory meets experiment: molecular nanoscience and applications

Audio visual services

If using compact discs, tapes, records, etc (sound recordings) during the exhibition you will need to complete a GLD O8a form to obtain PPL licence – see www.ppluk.com.

Risk assessment

We take our responsibilities as laid out in accordance with the Health and Safety at Work Act 1974, very seriously and it is vital that exhibitors and their contractors do likewise. By issuing this statement in advance, the organisers deem that all exhibiting companies are aware of the health and safety policies and will comply with their obligations. The Management of Health and Safety Regulations 1992 recommends that a competent person is nominated to oversee all health and safety issues and that all employees co-operate with other personnel while sharing a work site. The nominated person will be responsible for providing the proper information and instruction, training, guarding and supervision of all parties concerned throughout the show.

Failure to comply with all of the health and safety legislation can cause injury/fatality, and prosecution of an employee/employer/contractor by the Health & Safety Executive.

All exhibitors are requested to produce a risk assessment for their stand, to be available onsite, if requested by the organisers.

Security

While every effort is made to safeguard visitors' property, both personal and commercial, occasionally a loss may occur, even with constant security patrols, CCTV cameras and alarm systems. Exhibitors are strongly recommended to use night sheets and/or alarms and to take out adequate insurance against loss or damage.

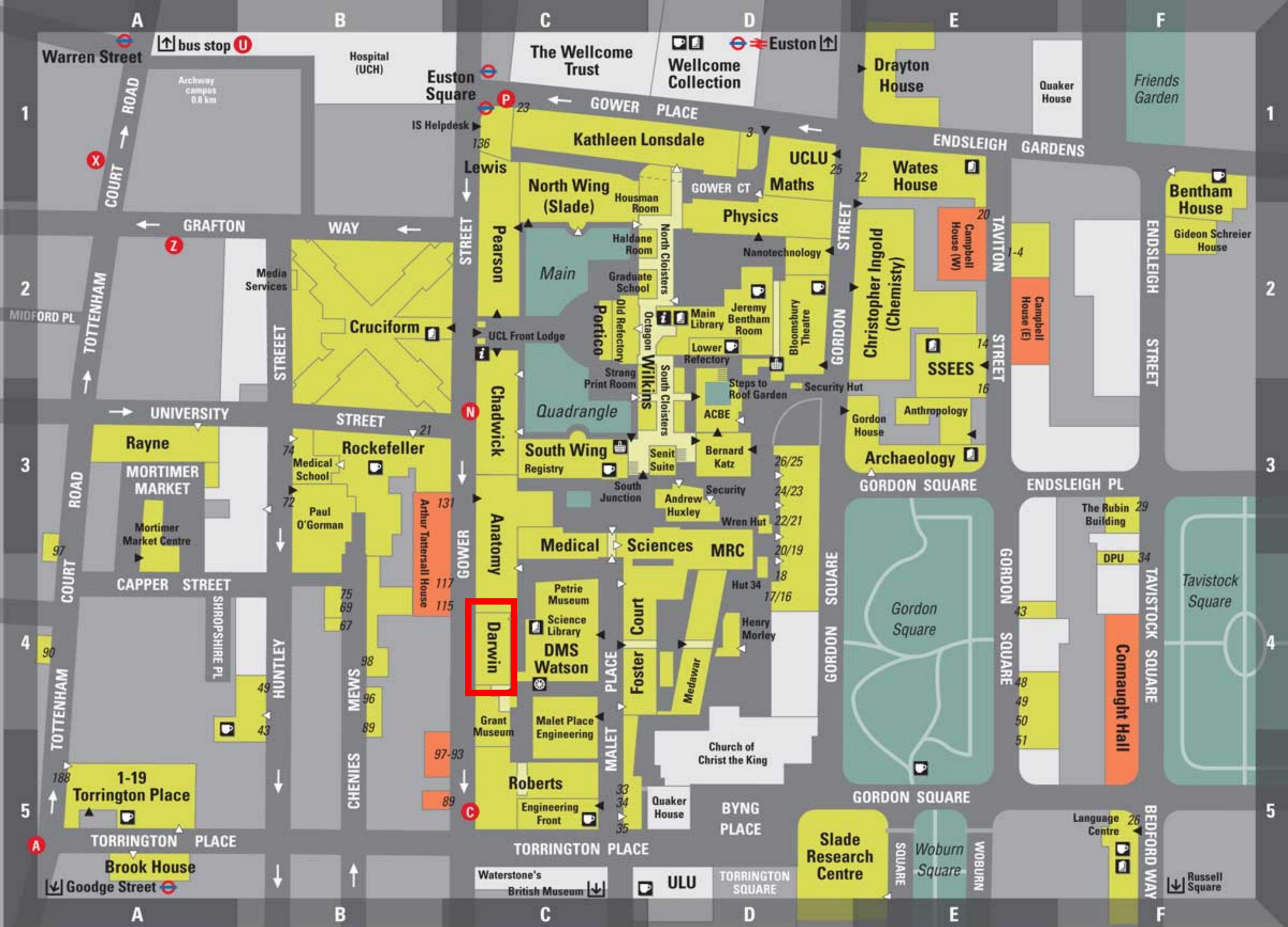
Exhibitors are advised not to leave their stands unmanned during the show and initial breakdown period.

Stand cleaning and rubbish

The exhibition hall will be cleaned before the exhibition opens each day. Exhibitors are responsible for ensuring that their stands are kept free of rubbish. Black refuse bags will be available for items that cannot be recycled.

Storage

Storage for exhibitors packaging is available in the Darwin Building.



- Main UCL Buildings
- Student Accommodation
- Internal thoroughfares

- 22 Street number
- ◁ Pedestrian Access
- ▶ Wheelchair Access

- UCL Library Sites
- UCL Shop
- Information Point

- Cafés/UCL Unions
- Bicycle Sheds
- Underground Station

- Railway Station
- One-Way Streets
- Bus stop



0 metres 50

Institute of Physics

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www.iop.org/conferences

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