

Information for delegates

The conference will take place at the **Marwell Hotel**, with all lectures in the room **Maplethorpe**.

Transport (see conference website for further details)

The most convenient rail station is Southampton Airport Parkway which is served by Cross-Country services and is on the main-line from London Waterloo for those arriving at a London airport. The station is adjacent to Southampton Airport being just 99 steps from the terminal to the rail station via the footbridge. On arrival you will need to take a taxi from the station / airport to Marwell Hotel (~£20). Please share a taxi with other members of the iMR CDT if possible to reduce costs.

Return transport to Southampton Airport Parkway rail station will be provided by coach on Wednesday, departing at **3.30pm prompt**. A sign-up sheet for the free coach transfer will be available at the conference registration desk.

For those travelling by car ample free parking is available on site. The conference centre address is **Marwell Hotel, Thompsons Lane, Colden Common, Hampshire, SO21 1JY**. Please follow the large brown tourist signs for Marwell Hotel / Marwell Zoo.

Speaker Information

Keynote talks are 45 minutes + 5 minutes questions. Student talks are 15 minutes + 5 minutes questions.

To minimise delays in changing over between computers student speakers will not be permitted to use their own laptops, and should plan to use the laptops provided as detailed below. If you believe there are exceptional circumstances meaning that this is not possible please contact Chris Wedge.

- The Windows 8 laptop provided will be equipped with PowerPoint 2013 and Acrobat DC.
- The Mac laptop provided will be running OS X Yosemite (10.10) with Acrobat Pro DC, PowerPoint for Mac 2011, and Keynote 6.6.

Presentations emailed to c.wedge@warwick.ac.uk and CC'd to mhl@soton.ac.uk no later than 5pm on Friday 18th March will be uploaded in advance onto the relevant computer (please specify operating system required). Please bring a back-up copy on a USB memory stick. For those unable to email their presentation in advance please bring it on a USB memory stick to upload onto the relevant laptop during registration on Sunday. Please remember to embed all images and fonts when saving your file, and to use a file format compatible with the software detailed above.

Mac users who need to use their own laptop are responsible for providing the appropriate VGA adaptor.

A laser pointer will be provided – any personal laser pointers must be <1mW maximum output and should be approved by Chris Wedge prior to use.

Registration

Hotel check-in is available from 3pm on the day of arrival. A conference registration desk will be available in the main hotel reception area on Sunday between 4pm and 6pm. Conference booklets, zoo tickets for the Tuesday afternoon excursion, and the sign-up sheet for the Wednesday afternoon coach transfer will all be available at the registration desk.

Please remember to bring slides not emailed in advance for upload onto our laptops at registration.

Internet access

Wi-Fi is available throughout the hotel building, although the network name varies, password *Marwell*
Unsecured Wi-Fi is also available in most Marwell Zoo buildings, network name PUBLIC.

Meals

Tea, coffee and baked snacks will be available on the Maplethorpe Balcony between sessions. Lunches and the conference dinner (Tuesday evening) will be in the dining room. Dinner on Sunday and Monday will be in Maplethorpe. Please see the programme for timings.

Breakfast for overnight guests will be served from 7am in the hotel Dining Room.

Check out

Please check out of your room by 11am on Wednesday. A Left Luggage room will be available.

Zoo trip

Marwell Zoo is adjacent to the Marwell Hotel, and can be accessed by walking across the car park from the main hotel entrance. Tickets will be handed out at registration. These are time-limited to two hours only. We will meet after lunch on Tuesday to walk to the zoo – please listen for announcements about where we will congregate. Please remember to bring warm clothes, comfortable footwear and a waterproof jacket in case the weather isn't kind to us. There will be a chance to warm up at a tea/coffee break before the industrial session. Further details of what can be seen in the zoo are available at <https://www.marwell.org.uk/> and a map is available below:

