

Conference Handbook

The 37th IOP Conference on Plasma Physics



Organised by the IOP Plasma Physics Group

<http://plasma10.iopconfs.org/>

29 March – 1 April 2010
The Low Wood Hotel, Windermere

IOP Institute of Physics

Enquiries

General organisation

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Disclaimer

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

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General Information

The 37th IOP Annual Conference on Plasma Physics will be held at The Low Wood Hotel on Lake Windermere from Monday 29 March to Thursday 1 April 2010. All sessions and accommodation are based in the hotel, with the technical sessions taking place in the Coniston and Ullswater rooms, and the poster sessions being held in the Thirlmere and Wastwater rooms

The Low Wood Hotel
Ambleside Road
Windermere
Cumbria
LA23 1LP
United Kingdom

Travel

The Low Wood hotel is situated on the shores of Lake Windermere, a short distance from Ambleside, 20 minutes from M6.

By Rail

Windermere train station is at the end of the branch line and has direct trains which run as far south as Manchester Airport. You can transfer at Oxenholme Station the Lake District (near Kendal) on the main West Coast line to the Windermere branch line. Oxenholme to Windermere takes approximately half an hour. For more information you can telephone National Rail Enquiries on 08457 484950 or visit their website at www.nationalrail.co.uk.

By Road

From the south M6, leave at Junction 36 for the A590 and then A591 signposted to Kendal and Windermere. The Hotel is situated 2 miles north of Windermere village. From the north M6, leave at Junction 40, for the A66 towards Keswick then A591 to Ambleside. The Hotel is situated one mile south of Ambleside. A map can be found online via <http://www.elh.co.uk/maps/index.aspx>. You can also take advantage of a free on-line route planner at <http://www.theaa.com/> by setting the postcode above as your destination to plan your journey.

By Air

The closest airport to the Lake District is Manchester Airport. To travel onto the conference by car, join the M56 westbound at Junction 5 then continue until you exit M56 Junction 9 onto the M6 northbound. Follow the road until you reach Junction 36 and use the directions as found online at <http://www.elh.co.uk/maps/index.aspx>. If travelling by train from the airport, please refer to the above section "By Rail".

Parking

The hotel has several car parks onsite, along with an overflow car park located in the Watersports Centre situated across the road from the hotel.

Conference Registration

Registration will be held in Foyer area (upstairs from hotel reception) throughout the duration of the conference.

Registration times as follows:-

Date	Time
Monday	10:00 – 18:00

Tuesday	08:00 – 17:00
Wednesday	08:00 – 17:00
Thursday	08:00 – 10:00

On arrival, you will receive a registration pack containing conference material and a lapel badge. Please wear your badge at all times as this will allow you entry to the exhibition area, conference sessions and help with security. It will also allow you to identify fellow delegates. Replacement badges can be issued at the registration desk.

Location Overview

Technical Sessions	Coniston and Ullswater Room
Posters and Exhibition	Thirlmere and Wastwater Rooms
Refreshments and Lunch	Foyer area
Conference Dinner	Coniston and Ullswater Room

Public telephones

There is a public telephone located near the restaurant in the hotel.

Messages

A message board will be placed near the conference registration desk. Participants should check regularly for messages, as an attempt to locate participants during session times will only be made in case of emergency. The emergency telephone number for the hotel is +44 (0)1593 433338.

Hotel Facilities

On-site at the hotel, there is a leisure club with gym, pool, hot tub, sauna and steam room, and a beauty club where delegates can book treatments. There is also a café 'Café De Largo', and a lounge and bar in the main hotel.

Internet Access

Guests can access free internet in the lounge, bar, Gallery lounge and meeting rooms, and passwords can be collected from Reception. Internet access in bedrooms is 25p per minute or £15.00 for 24hrs access which runs consecutively from 12 noon until 12 noon.

Accommodation

Participants who have reserved accommodation via the conference website, will be housed in The Low Wood Hotel.

The Low Wood Hotel

Ambleside Road
 Windermere
 Cumbria
 LA23 1LP
 United Kingdom

The Waterhead Hotel (this is the overflow hotel for those who registered at a late stage)

Ambleside
 Cumbria
 England
 LA22 0ER
 UK

Arrivals and check-in

Room keys are available from 15:00 on the day of arrival. Keys should be collected from reception.

Departure & Check-out

Residential guests are asked to vacate their bedrooms by 10:00. Keys should be returned to the main reception.

Meals

Breakfast and Dinner

Breakfast and dinner is for residential participants only, and will be served in the Windermere Restaurant. Breakfast will be available from 07.00 to 08.30. Dinner will be served from 19.00 to 21.00.

Refreshments and Lunch

Refreshments and lunch will be served at set times during the conference programme in the foyer area.

Participants with special dietary requirements are asked to notify the conference office by e-mail prior to their arrival if not already done so when registering. Those with special dietary requirements other than vegetarian are asked to make themselves known to the catering team. Unfortunately it will not be possible to provide an alternative menu unless prior notification has been received.

Social Programme

Hill Walk – Tuesday 30 March

On Tuesday an optional hill walk has been arranged for delegates. This option is weather dependent. Stout shoes are sufficient and warm and shower-proof clothing should be worn. The walk will leave the hotel at 13:00 and return in time for dinner at 19:00. Delegates on the hill walk will be able to request (on the Monday) a packed lunch instead of that taking lunch in the restaurant. Delegates are welcome to take the afternoon to go sightseeing or use it as free time if they do not wish to participate in the hill walk.

Conference Dinner – Wednesday 31 March

The Conference Dinner will be held in the Coniston and Ullswater rooms. The evening will consist of pre-dinner drinks at 19.00 followed by dinner at 19.30. To obtain a copy of the menu, please contact jenny.bremner@iop.org.

Bar Facilities

A bar is located in the main hotel and is open every evening.

Also a small bar outside the conference room will be opened on Monday and Tuesday evenings to coincide with the evening programme on those days.

First Aid

A first aider is always on duty, and can be reached from the reception, or by called +44 (0)1593 433338.

Fire and Evacuation Procedures

In case of a fire, delegates will be directed to the car park outside the hotel. Further details of evacuation procedures can be found on the back of the hotel bedrooms door at the venue.

Please do not stop to collect belongings or re-enter the building unless told to do so by hotel personnel.

Smoking Policy

The Low Wood Hotel operates a strict non-smoking policy.

Complaints

We hope that your time at the conference is enjoyable. 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 the issue as soon as possible.

IOP Plasma Physics Group AGM

This will be held at 17.40 on Wednesday, all members of the IOP Plasma Group are welcome to attend.

Special Meeting

A MAST Tokamak - Upgrade and Future Plans meeting chaired by Derek Stork (CCFE) will be held at 20.30 on Monday

Programme

Oral Presentation and Poster Presentation Prizes

The full programme can be found on-line at <http://plasma10.iopconfs.org/index.html> and will also be included in your book of abstracts so there is no need to print a copy.

Presenters' Instructions

The lecture theatre is equipped with the following audio-visual equipment:

- Data projector
- PC / Laptop with PowerPoint facilities (Office XP, Office 2003 and Windows XP)
- Laser pointer

Speakers wishing to use additional audio-visual equipment or intending to present from a Macintosh computer are asked to contact Jenny Bremner (jenny.bremner1@iop.org) before the conference.

Presentations

Speakers are requested to bring their presentations on a CD or USB memory stick and preload onto the PC 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, PowerPoint presentations should have been saved using PowerPoint's "Package for CD" facility. Direct

connection of personal laptops (with set up in the break prior to the corresponding session) is an acceptable but not preferred alternative.

The lecture theatre is reasonably large, and speakers should use a minimum 15-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 by session chairs. Invited speakers should speak for no more than 40 minutes (30 minutes + 10 minutes for questions) and contributed presentations for 20 minutes (15 – 17 minutes and 3 – 5 minutes for questions).

Poster presentations

Posters will be on display during the conference in the Thirlmere and Wastwater Rooms. Posters should be A0 in size with a portrait orientation. Velcro will be provided for delegates to fix their posters to their board.

Each presenter is responsible for ensuring that their poster is displayed on the board allocated, as specified in the conference programme.

Posters can be displayed from 10.00 Monday morning and we recommend that they should be up by lunchtime for authors to get the best benefits over the two days. They must be removed by 19.00 on Tuesday.

Although organisers will endeavour to save poster material, no guarantee can be made for posters not removed at the correct times.

A £200 prize will be announced at the conference dinner for the best poster presentation

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