

MoViC RASD 2016

3-6 July 2016
Southampton, UK

General Information

The following guide contains practical information for delegates attending the MoViC & RASD Conference 3-6 July 2016, Southampton, UK.

The final pages contain floor plans, a campus map and further contact information. If you have any queries please do not hesitate to contact us via the details on page 4.

Information Regarding the Technical Sessions

Presenters of Contributed Papers

Each oral presentation is allocated 15 minutes, subdivided as follows:

- 12 minutes for presentation (including conclusions)
- 3 minutes for questions and moving to the next presenter (to include changing the presentation and for the chair to announce the new presenter)

Each room will have a data projector and a computer running Windows 10, with Microsoft Powerpoint 2016 and Adobe Reader DC installed.

Presentations should be on a USB memory stick. Presenters are asked to upload their presentation before the sessions starts and to meet the session chair in the room at least 10 minutes before the session is due to begin.

Presenters can load their presentations at the information desk in Building 40 (Garden Court) or directly onto the computer in the room in which they will be presenting at any time during a break before the presentation.

If a presenter would prefer to use their own laptop, VGA, HDMI and mini display port connections will be provided. Please ensure that the laptop is tested with the AV equipment during the break before the start of the session.

Information for Session Chairs

15 minutes has been timetabled for each oral presentation in the parallel sessions: 12 minutes plus 3 minutes for questions and changeover. Please adhere strictly to these time limits. A student helper will be present to provide support for the AV equipment.

Poster Presenters

The poster session will take place between 12:30 and 14:00 in Building 40 (Garden Court). The display boards are A1 portrait format (59.4 x 84.1 cm) and there is no specific template for the format of the posters. Please be aware there is no on-site printing facility and each presenter is expected to bring their printed poster to the session. The poster should be affixed to the display board before the start of the session with the adhesive strips provided at each stand. The presenter is kindly asked to have a short lunch and remain next to their poster.

Registration and Venue

Registration will be available between 17:00 and 19:00 on Sunday 3 July and between 08:00 and 10:00 on Monday 4 July in Building 40 (Garden Court). Please use the stairs at the back of the building and follow the signs to the registration desk.

The technical sessions will take place in Building 46 (Physics) and Building 44 (Shackleton), which are located in close proximity to one another. The plenary sessions will take place in Building 46 (Physics) Lecture Theatre A, located on the second floor accessed from the foyer. The technical sessions will take place in Building 46 (Physics) Lecture Theatres A, B and C, and in Building 44 (Shackleton) Lecture Theatres A and B.

Tea and coffee will be available throughout the day, as well as a buffet lunch between 12:30 and 13:30 in Building 40 (Garden Court). All delegates who have specified special dietary requirements at registration will be catered for.

Please see pages 5 and 6 for floor plans and a map of the campus.

Internet Connectivity

- **Eduroam Users**

The University of Southampton offers an Eduroam (educational roaming) internet connection. Eduroam is a secure, world-wide wireless access service for research and education communities. To access Eduroam use your home institution username and password. In order to access Eduroam you need to have registered for the service at your home institution first.



- **Others**

If you do not have an Eduroam login please connect to 'The Cloud' wifi network, which does not require prior registration.



There are wireless access points in every building foyer and high-speed access points in each lecture theatre.

Social Events

Reception and Barbeque

On Monday 4 July from 19:00 there will be a drinks reception and barbeque in the Arlott Courtyard of Building 38 (Staff Social Centre, Conference, Catering & Hospitality). Please follow the signs from the building entrance to the Arlott bar and courtyard area. An arrival drink will be provided, followed by dinner. All delegates who have stated special dietary requirements at registration will be catered for.

Dinner - Beaulieu National Motor Museum

On Tuesday 5 July a drinks reception and dinner will take place at Beaulieu National Motor Museum after the technical sessions. Coaches will depart from the Highfield Interchange coach bays from 18:00.

On arrival at Beaulieu, guests will receive a welcome drink and will be able to visit the exhibits in the motor museum. Dinner will be served in two different venues – either in the Motor Museum or in the Brabazon Restaurant in the adjacent building. Delegates are asked to refer to their name badge for their allocated venue.

All delegates who have provided special dietary requirements will need to find their allocated table to ensure they receive a meal that has been catered to their specific needs.

At the end of the event, coaches will pick up at 23:00 from the Beaulieu National Motor Museum and will return to Highfield Campus, with a city centre stop for delegates staying in city centre hotels.

Local Travel Information

Unilink Bus

All delegates will receive a Unilink bus pass in their delegate pack (see the image on the right for an example). This is valid between Sunday 3 and Saturday 9 July 2016 on all Unilink bus services within the Southampton zone.

uni-link
MoViC & RASD
Expires 09 JUL 2016

Temporary Ticket

The Unilink U1 bus provides connections between the University of Southampton Highfield Campus, Southampton Airport Parkway Station, Southampton Central Station and the City Centre. The U1 bus runs every 8 minutes Monday to Friday day time and every 10 minutes each Sunday.

For full timetables and route information please visit:

<http://www.unilinkbus.co.uk/>

uni-link U1 Airport Parkway Station –
City and Dock Gate 4



Taxi

Local

- Radio Taxis +44 (0) 23 8066 6666
- West Quay Cars +44 (0) 23 8099 9999

London Airports

- English Rose +44 (0) 84 5094 5646

<https://booking.englishrosecollection.co.uk/>

Parking

If a parking permit is required please contact the conference organisers using the contact details on page 4.

Emergency Information

There will be a health and safety presentation during the first plenary session. Please also refer to signage at each venue and familiarise yourself with the emergency exits and escape routes. All lecture rooms have a fire evacuation poster located near the exit in a glassed wall display cabinet alongside the other room signage. The fire alarm sound is a continuous ringing bell.

Any person discovering a fire should operate the nearest fire alarm by breaking the glass. On hearing the alarm, leave the building by the nearest route and make your way to the assembly point away from the building. Do not return to the building for any reason until authorised to do so.

The assembly points are as follows:

- Building 44 (Shackleton) - assemble on the grass area between Building 46 (Physics) and the Building 48 (Medical Centre).
Building 46 (Physics) - assemble on the paved area between Building 44 (Shackleton) and the car park.
- Buildings 38 and 40 (Staff Social Centre, Garden Court) - assemble by the telephone boxes at the front of the building by the pond.

The fire alarms for Building 44 (Shackleton) and Building 46 (Physics) are tested every Tuesday between 08:45 and 09:30. The alarm will sound between these times. If the alarm continues please evacuate the building by the nearest available exit.

If you feel unwell or need first aid please contact a student helper, who can be identified by their red polo shirt bearing the conference logo. If there are no student helpers nearby please telephone the central control room on extension 23311 from any internal phone, or +44 (0) 23 8059 3311 from an external phone, who will arrange for further action.

Contact Details

If you have any queries please do not hesitate to contact the conference organisers:

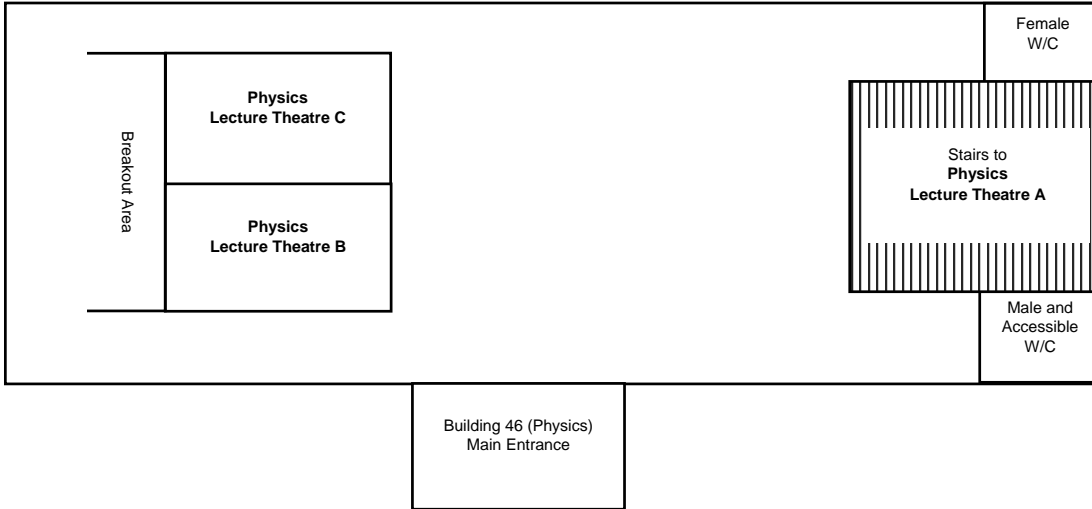
Email: [morasd2016@southampton.ac.uk](mailto:moras2016@southampton.ac.uk)

Telephone: +44 (0) 23 8059 2294

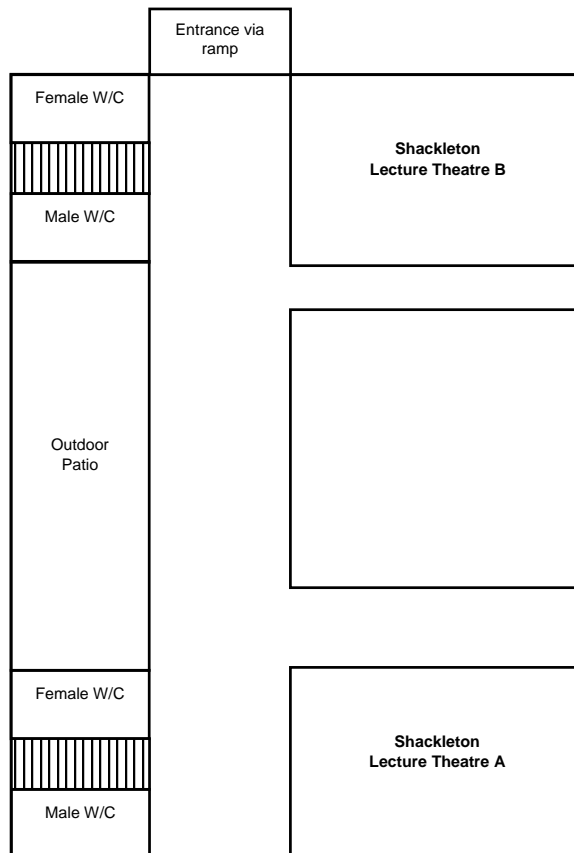
In person at the conference information desk in Building 40 (Garden Court).

Floor Plans

Building 46 (Physics)



Building 44 (Shackleton)



Campus Map

