

General Information

Location

All conference events will take place in the Cathays Campus of Cardiff University (see **University Map**) including lectures, receptions, meals and banquet. Specific room locations are described below in the relevant section.

Detailed instructions on how to arrive at the Cathays Campus can be found at the following link:

<http://www.cardiff.ac.uk/locations/directions/index.html>

Location & Registration

Conference registration will take place on Sunday afternoon between 14.00 – 17.30 in the **Viriamu Jones Gallery**, which is situated within the **Main Building** (Building 39 on the **University Map**). Entry to the Viriamu Jones Gallery is either from the rear of the Main Building (via *Park Place*) or via the front of the Main Building (via *Museum Avenue*). The desk will remain open for the duration of the conference.

Accommodation will be in **The Parc (Thistle) Hotel**. The Hotel is situated on the junction of Park Place and Queen Street (see **University Map**). Please note, if arriving at the hotel by Taxi ensure to ask for The Parc (Thistle) Hotel; as there is another nearby hotel called The Park Plaza, and it often creates confusion! Your room will be booked in your name, so you may go directly to the hotel before registration (particularly if you have luggage) if you wish.

Tea and Coffee Breaks

Tea and coffee will be served in the Viriamu Jones Gallery during the morning and afternoon.

Meals

Breakfast will be served in The Parc (Thistle) Hotel. Please ask the receptionist for times.

All lunches will be served in the **Council Chamber**, situated on the first floor of the Main Building (above the Viriamu Jones Gallery). However, on Thursday a hot fork buffet will be provided in **Aberdare Hall Dining Room**.

All dinners will be served in **Aberdare Hall Dining Room** (Building 22, **University Map**), including the Banquet.

Receptions

The times, locations and sponsors of the wine receptions are given in the programme guide. On Sunday evening, the reception will be held in the **Council Chamber** of the Main Building. On Monday and Tuesday evenings the wine receptions will be held in the **Viriamu Jones gallery**, followed by an open bar in the **Graduate Centre**. This is located within the **Student Union's building** (Building 38 on **University Map**) opposite the Main Building; directions will be given in the evening. The pre-banquet drinks reception will of course be held in **Aberdare Hall**. Without attempting to promote an excess of alcohol consumption during the conference, there is also a nice, traditional

and secluded Welsh Pub (called the Pen & Wig) serving a range of beers which is half distance between the Main Building and the Hotel (it is located on a small side street called *Park Grove*, adjoining **St. Andrews Place** and **Museum Place** on the **University Map**; close to building **50**).

Shops

A small coffee shop is located in the Main Building (just behind the Viriamu Jones gallery). A range of larger shops, with cash machines, are available in the **Cardiff University Students Union** building, directly across from the Main Building (Building 38 **University Maps**). Finally, the Parc (Thistle) Hotel is actually situated in the Main Shopping area of Cardiff City Centre. An enormous range of shops and retail stores, based in three different shopping centres, are all within 10 minutes walk of the Hotel (see highlighted area of Map).

Accompanying Persons

Accompanying persons have access to all meals and social events. We do not offer a specific programme for accompanying persons, but there are many places of interest in the local vicinity of Cardiff University, all within walking distance of the hotel. Please speak to a local organizer for further information.

Lectures

All lectures will be held in the **Large Chemistry Lecture Theatre (LCLT)** on the 1st floor of the Main Building.

Poster Sessions

Posters will be displayed in the **Viriamu Jones Gallery** and should be displayed for the duration of the conference. There will be two poster sessions; the first on Monday afternoon for EVEN numbered posters, and the second on Wednesday afternoon for ODD numbered posters. Please remove your posters on Thursday morning.

Information for Speakers

Please allow 5 minutes for discussion at the end of all lectures. Excluding discussion time, keynote lectures will be 40 minutes, invited lectures 25 minutes, JEOL student talks and contributed lectures 15 minutes.

Speakers are requested to upload their presentation prior to the opening session on the morning of their talk. Please enable the "Embed all fonts" options when saving your presentation to avoid font and figure corruption.

Please would all speakers ensure they keep strictly to the time schedule for their talks. Session chairs are asked to assist in the keeping of time.

Left Luggage

There is a left luggage facility available at the hotel. For delegates wishing to leave directly from the University, please speak to a local organiser on the day of your departure. A secure room close to the lecture theatre has been set aside for left luggage.

Internet Access

Wireless internet access is available throughout The Parc (Thistle) Hotel via your own laptop at the following rates:

£6 for 60 minutes

£10 for 24 hours

Unfortunately, the hotel does not have a general access computer for guests.

Free internet access (including Wireless access throughout the Main Building) at the University can be arranged in advance – delegates wishing to make use of this facility are asked to contact a local organiser before their arrival in Cardiff. Please note, only a limited number of user accounts will be made available to us, and these will be allocated on a first come, first served basis. Cardiff University is registered for Eduroam access. Delegates whose home institute is also registered with this service can access the internet through their own account. Instructions for accessing this facility can be found by following the link below:

<http://www.cardiff.ac.uk/insrv/it/network/wireless/eduroam.html>

Car Parking

Car parking in and around the Main Building of Cardiff University, which is effectively a city centre location, is **extremely difficult**. A **limited** number of places can be arranged for delegates at one of the nearby University car parks (all within 5-10 minutes walk of the Main Building). A permit is required, so the local organisers must be informed in advance. Public parking around the Main Building is by meter (Pay & Display).

Alternatively, The Parc Thistle Hotel has a private/secure on-site car park, which is available to hotel guests at a small cost. Delegates are asked to organise this themselves directly with the hotel.

Transport Around Cardiff

All events & locations taking place during the conference are held within 10 minutes walking distance (including the hotel, lectures and dinners). Delegates wishing to visit the waterside development of **Cardiff Bay** are advised to use the train service which runs from **Cathays Station** (situated behind the Students Union building) and **Cardiff Queen Street station** (less than 5 minutes walk from the hotel) directly to **Cardiff Bay station** (see **University Map**). The journey time is only 5 minutes, and the service runs every 10 minutes. Tickets can be purchased directly from a ticket machine on the station platform (at **Cathays Station**) or from the ticket office (at **Queen Street station**).

UNIVERSITY MAPS

