



University of Leeds

1st - 3rd September

Information for delegates

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Section 1 – Permissions

Sharing contact details

We hope that the conference will allow future collaborations between delegates and would like to include names, affiliations and e-mail addresses in the welcome pack. Please let us know before 12:00 Wednesday 31st August if you do not wish your details to be included.

Photography and filming

Some photography and filming will take place at the conference. Please let us know at registration if you wish to be edited out of these.

Section 2 – Joining instructions

Travel

Please see <http://www.meetinleeds.co.uk/getting-to-the-university-of-leeds> for details of how to reach the campus by train, bus, road and walking from the station.

For the **Leeds City Bus** (06:30 to 19:30 only, 50p flat rate) we would recommend you get off at the Leeds General Infirmary stop (stop 12 on https://www.firstgroup.com/uploads/maps/LCB_map_21Feb16.pdf). You will know when you are nearly there when you past the Dental and Medical schools and are on a road with many speed bumps! Then follow the arrows on the map below from the bus-stop down Willow Terrace Road, through the carpark and round to the Conference Auditorium.



Additionally, there is a taxi rank at the main exit of the station or you could order a private hire cab.

Private hire cabs must be pre booked:

Amber cars - 0113 202 2117 or 0113 231 1366

Arrow - 0113 258 5888 (Arrow taxis are the official Leeds/Bradford Airport taxi company).

Ask taxis to drop you off where Cromer Terrace meets Mount Preston Street for Accommodation at Storm Jameson, Charles Morris Hall.

For The Conference Auditorium, please ask for the University Sports Centre, 'The Edge', off Willow Terrace Road (at the top end of Calverley Street). (Cost from the station approximately £6.)

Carparking

As previously advised, if you are travelling by car and wish to park on campus this **must be booked in advance**. Please let us know as soon as possible by e-mailing matrix@leeds.ac.uk and **providing us with your car registration number and time of planned arrival and departure**. For example, arrive Wednesday evening 31st August at 16:00 and leave Saturday afternoon 3rd September 15:00. We can then advise you of the cost and constraints. Alternatively, there is a multi-storey Car Park, ten minutes walk from the Campus on Woodhouse Lane that offers a 24 hour tariff.

Campus Accommodation and Breakfast

For those booked in to the campus accommodation, this is in **Storm Jameson** (Charles Morris Hall, Storm Jameson Court, Mount Preston Street, Leeds, LS2 9JP) just a short walk (5 - 10 minutes away from the conference venue)

Check in is from 14:00 on the day of your arrival.

Check out before 10:00 on the day of your departure, returning your key to the Storm Jameson reception. A charge of £20 is payable for any keys not returned.

The Storm Jameson reception is open 24 hours a day and can be contacted on 0113 343 2750.

The emergency duty mobile number is 07852 140 988.



Breakfast will be available in the University **Refectory** from 07:30 to 09:00. There are also tea and coffee-making facilities provided in the bedrooms in your accommodation.

A secure **cloakroom** in the Conference Auditorium is available for delegates arriving during the conference which can be used for luggage from 09:00 Thursday 1st September until 14:00 Saturday 3rd September.

Venue and Registration

The conference is being held at the University's **Conference Auditorium** and in **The Edge Sports & Exhibition Centre** Hall 2 on the Southern edge of campus, off Willow Terrace Road. The venues are within easy walking distance of the University Refectory and Accommodation in Storm Jameson at Charles Morris Hall (see separate map attached). **Registration will be open from 09:00 on Thursday 1st September.**



WiFi Access

Delegates will be provided with WiFi access upon registration on the Thursday morning (09:00-11:00) or if you are staying at Storm Jameson on the Wednesday evening you can pick up the information from reception at the hall as you check-in. This can be used throughout the University Campus including accommodation. If your institution is a member of eduroam you will also be able to use that service on the University Campus.

Refreshment Breaks

Refreshment breaks and lunches during the conference will be served in the Sports & Exhibition Centre Hall 2. There is no conference lunch provided on the Saturday but delegates will be asked, at registration, to indicate if they would like a packed lunch provided on the Saturday. If you have any specific dietary requirements and not have already informed us of these, please do let us know in advance of the conference.

Conference Dinner

The Conference dinner is being held in University House on level 2 commencing at 20:00 (see Campus map). Delegates are invited to meet from 19:45.

Conference Visit

At registration delegates will be asked to choose from two options for a late afternoon visit on Friday before the Conference dinner.

Either a double-decker bus trip into the local Leeds countryside towards Harrogate and a visit to a country pub at Sicklinghall 'The Scotts Arms' <http://scottsarms.com> (leaving at 16:00 and returning at 18:30)



Or a visit to the University Galleries in the Parkinson Building at 16.00 for a 10-15 minute introduction by Laura Wilson (Learning and Engagement Officer) to Leeds University Library Galleries in the 'Treasures of the Brotherton' Gallery. You will then be free to explore both galleries before they close at 17:00. Information will also be provided about the University Public Art Trail.



Alternatively, you are welcome to use this time to explore Leeds yourself.

Sports Facilities

Delegates staying in campus accommodation can benefit from free access to The Edge, the University's new pool, gym and fitness suite, for the duration of the conference. Built for use by visiting athletes prior to the London 2012 Summer Olympics there is a 25m, 8-line swimming pool, the largest fitness suite of any UK university 3-designed class studios, squash courts and an indoor climbing wall.

Banks and Shops

There are cash points located within the Student Union building situated adjacent to the Refectory on the University campus. There are also several major banks opposite the University main entrance; opening times vary but usually only open Monday to Friday. The nearest Post Office is in the St John's Centre in the City Centre. There is a Tesco Express mini supermarket on Calverley Street very near the conference venue, which will be open in the evenings until 23:00.

Health and First Aid

If first aid is required on campus please contact a member of staff in the building or for emergencies call Security via an internal telephone on x 32222 or externally on +44(0) 113 343 2222 - available 24 hours.

Hospital

The nearest emergency department is at the Leeds General Infirmary, telephone 0113 2432799, which is situated adjacent to the University.

Chemists

Lloyds Chemist is situated on Woodhouse Lane across from the Parkinson Building. Boots late night pharmacy (open until midnight) is located at Leeds City Train Station.

Smoking

On 1 July 2007, England brought in a ban on smoking in all public places. All meeting rooms, lecture theatres, foyers, public areas, bars, doorways, entrances and bedrooms within the University operate a no smoking policy.

Photocopying

Print and Copy Service are open between 09:00 and 16:30 Monday to Friday, on the ground floor of the Roger Stevens building where there are photocopying facilities and other audio visual services available.

Telephone Numbers

Hall of Residence Number +44 (0)113 343 2750
Hall of Residence Mobile +44(0)785 214 0988
Conference & Events Office +44 (0) 113 343 6104

Section 3 - Guidance for Presenters

Timing

The programme allows a time allocation for each presenter of 20 minutes. This will have to include a few minutes for changeover of speakers. Therefore we suggest that to allow for 1 or 2 questions you prepare **a presentation of 10-15 minutes**. Warnings will be given to allow presenters to finish after 15 minutes so as to be fair to other speakers. Matt Parker will introduce speakers and keep us to time.

Technical resources

The Conference Auditoria have all facilities normally found in university lecture theatres, including a Windows computer with internet connection which will allow files to be uploaded from memory sticks. To achieve smooth changeovers between speakers, all speakers are asked to upload their presentations at the latest in the Conference lunchtime or other long break before the block of presentations in which they are included. Uploading will also be possible on Thursday morning during registration. Cables are available to allow personal laptops to be connected but this will obviously take longer and, if really needed, the process should be checked at the latest in the break before. In particular, **anyone requiring to connect an Apple laptop should make sure they have appropriate cables to interface with a Windows system and should check the connection carefully**. Only limited technical support is available. If you have any queries, please e-mail matrix@leeds.ac.uk or contact the Conference desk in the Conference Auditorium foyer on arrival.

Parallel sessions

There are over 100 registrations to the conference although not all participants will be present throughout. Most presentations will be in Conference Auditorium 2 to the whole group but in order to include all presentations in the time available a few parallel sessions have had to be timetabled. These will all be for the final session in a block and the alternative venue will be either Conference Auditorium 1 (with similar facilities to Auditorium 2 but larger) or the Exhibition Hall (for a practical session with no projection available). Please see the Programme for details.

Filming of Presentations

MathsWorldUK have asked a commercial group to video parts of the conference including some presentations. Please e-mail matrix@leeds.ac.uk or contact the Conference desk in the Conference Auditorium foyer on arrival, if you would prefer not to be filmed.

Queries or concerns

If there are any problems with the programme or presentations before or during the conference please e-mail matrix@leeds.ac.uk or contact the Conference desk in the Conference Auditorium foyer on arrival. If delegates need urgent advice relating to their presentation, personal contact information is in the copy of these guidance notes sent by email to individual delegates.

Section 4 – Guidance for Exhibitors

Place and time for setting up

The exhibition will be in the “The Edge” sports and exhibition centre hall 2 adjacent to the Conference Auditorium. The hall will be ready for exhibitors to set up between 11:00 and 17:00 on Wednesday 31st August and again from 09:00 to 11:00 on Thursday 1st September during the period of registration.

Information about setting up

All pre-ordered furniture/equipment and electric power points will be *in situ* in the exhibition hall for you. **N.B. If you are coming from overseas you will need to provide adapters if your equipment has a plug that is not UK compatible.** Posters can be attached to display boards using Velcro and we will have some supplies of that.

There will **not** be a health and safety briefing, exhibitors are responsible for having conducted their own risk assessment for the safe use of their equipment. In particular, any electrical equipment should not be a fire-risk and we would expect equipment to be PAT tested (UK) or equivalent. N.B. The University does not allow use of extension cables.

Delivery of exhibits

There is a loading bay outside the exhibition hall (see map). Please note that there are very strict parking rules on the campus that come into force if you are on campus for 40 minutes or longer. All vehicles entering campus are logged by automatic number plate recognition. If you require longer to unload or wish to park on campus for the conference you **must book your space in advance** by e-mailing matrix@leeds.ac.uk and **providing us with your car registration number and time of planned arrival and departure**. For example, arrive Wednesday evening 31st August at 16:00 and leave Saturday afternoon 3rd September 15:00. We can then advise you of the cost and constraints.

Exhibition opening times

Refreshment breaks and lunches will all be served in the exhibition hall. Members of the public have been invited to two public lectures by Hannah Fry and Tadashi Tokieda after which the exhibition will be open to the public. These are the times at which you will probably want to be with your exhibition. At other times, during conference lectures, the room will be secure.

Contacts

If you need help at any time, then you can contact the Conference desk in the foyer of the Conference Auditorium. If urgent advice is needed before the conference then personal contact information is given in the copy of these guidance notes sent by email to individual delegates.

Removing exhibition materials

The conference ends at 14:00 on Saturday 3rd September. Please remove your exhibition materials as soon as you can following that. Again there is a 40 minute period for cars to be on campus to load up, but if you require longer please follow the carparking instructions above.