



19th International Conference on Non-Contact Atomic Force Microscopy

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19th International Conference on Non-Contact Atomic Force Microscopy

Contacts

This manual contains all the information you need to effectively plan your table top display at the 19th International Conference on Non-Contact Atomic Force Microscopy (NC-AFM). Please read this document carefully and if you have any questions, contact us by email or telephone using the details provided below. During the event, please use the mobile number (+44 (0) 7881 923 142).

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Organising committee

Philip Moriarty (Chair), University of Nottingham (UK)
Peter Beton, University of Nottingham (UK)
Janette Dunn, University of Nottingham (UK)
Sam Jarvis, University of Nottingham (UK)
Chris Mellor, University of Nottingham (UK)
Adam Sweetman, University of Nottingham (UK)

International steering committee

Toyoko Arai, Kanazawa University (JP)
Oscar Custance, NIMS (JP)
Thilo Glatzel, University of Basel (CH)
Hendrik Hölscher, Karlsruhe Institute of Technology (DE)
Pavel Jelinek, Academy of Science (CZ)
Hiroshi Onishi, Kobe University (JP)
Rubén Pérez, Universidad Autónoma de Madrid (ES)
Michael Reichling, University of Osnabrück (DE)
Udo Schwarz, Yale University (USA)
Alexander Shluger, University College London (UK)
Santiago Solares, George Washington University (USA)

If you encounter any problems during the exhibition, please report them to the registration desk as soon as possible. The conferences team will make every effort to rectify the issue as soon as possible.

Disclaimer

The Institute of Physics and the East Midlands Conference Centre accept no responsibility for any accident, loss or damage to exhibitors or their property during the exhibition.



19th International Conference on Non-Contact Atomic Force Microscopy

Venue

The conference and exhibition will be held at the East Midlands Conference Centre (EMCC), located on the University of Nottingham campus. The exhibition will take place in conference suites 1 and 2 located on the ground floor together with posters and catering. The talks will take place in the theatre located close by.



East Midlands Conference Centre

The University of Nottingham
Nottingham
Nottinghamshire
NG7 2RJ

Show times

Monday 25 July	11:45-17:00
Tuesday 26 July	10:00-19:00
Wednesday 27 July	10:00-16:30

Build times

Monday 25 July	09:00-11:30
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During build times, please go to the Atrium to locate your table. Each stand will be easily identifiable.

Breakdown times

Wednesday 27 July	16:30-18:00
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You will not be permitted to break down your stand before 16:30 on Wednesday 27 July. The penalty charge for any exhibitor who attempts to break down their stand before this time will be 25% of the site price. The invoice will be payable within 30 days.

Loading and unloading

Exhibitors can unload/load their vehicle outside the main entrance to the East Midlands Conference Centre. Vehicles must then be removed to the car park.

Stands

The exhibition package includes:

- A 6ft table, two chairs and a single electrical socket.
- Access to the technical sessions
- Refreshments and lunch during the exhibition
- Reception and BBQ on Monday 25 July
- Reception on Tuesday 26 July
- One insert into the conference packs (single sheet up to A4 in size)

Refreshments and lunch will be served in the Atrium at set times during the programme and is included for one representative only. Exhibitors can book additional catering passes at £192 + VAT. This does not entitle entry to the technical sessions.

Programme

The conference programme can be found online at <http://ncafm2016.iopconfs.org/programme>. A printed copy will be included in your conference pack which will be available to collect on arrival in Nottingham.



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Catering

Exhibitors should be available at their stand during refreshment and lunch breaks, and during the reception on Tuesday.

Date	Event	Time	Location
Monday 25 July	Lunch	12:00-14:00	Atrium
	Refreshment break	15:40-16:20	Atrium
	BBQ	18:00	Trent Hall
Tuesday 26 July	Refreshment break	10:00-10:40	Atrium
	Lunch	12:00-14:00	Atrium
	Refreshment break	15:40-16:20	Atrium
	Reception	18:00	Atrium
Wednesday 27 July	Refreshment break	10:00-10:40	Atrium
	Lunch	12:00-14:00	Atrium
	Refreshment break	15:40-16:20	Atrium

Dietary requirements

Exhibitors with dietary requirements are asked to notify the conference office by email prior to their arrival. Those with special dietary requirements other than vegetarian are asked to make themselves known to the catering team. It will not be possible to provide an alternative menu unless prior notification has been received. Please email claire.garland@iop.org if you have any queries.

Social programme

The BBQ on Monday will be held at 18:00 in the Trent Building, a short walk from the East Midlands Conference Centre. A campus map is appended at the back of this document. You can also download a walking app to help you navigate the campus (see below).

The reception on Tuesday will be held at 18:00 in the Atrium together with the exhibition and posters. The reception will consist of real ale and nibbles.

Local restaurants

The Orchard Hotel offers a full hotel bar and Brasserie (open to visitors and guests) and offers food and drink between 12:00 and 22:00. A list of local restaurants will be available from the registration desk.

WiFi

Free WiFi is available at the Orchard Hotel and East Midlands Conference Centre.

Network: Venue WiFi
Password: venues

App

The University of Nottingham offers a walking app designed to help you navigate the campus. The app is FREE and can be downloaded to your smart phone via the App store or Google Play.

For further information, visit the website <http://www.nottinghamconferences.co.uk/nottingham-conferences-app/>

Travel

For travel information, visit the website at <http://ncafm2016.iopconfs.org/travel>

Accommodation

Accommodation is available at the **Orchard Hotel**, adjacent to the East Midlands Conference Centre.

The Orchard Hotel, The University of Nottingham, Beeston Ln, Nottingham NG7 2RJ



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Rooms are available on a bed and breakfast basis. All rooms are en-suite (private facilities) and include:

- Tea & coffee making facilities
- Flat Screen Television
- Iron & Ironing Board
- Safe
- Hairdryer
- Climate Control

The Orchard Hotel incorporates a business lounge, 120-cover restaurant, bar area, outside terrace, gym and four meeting rooms.

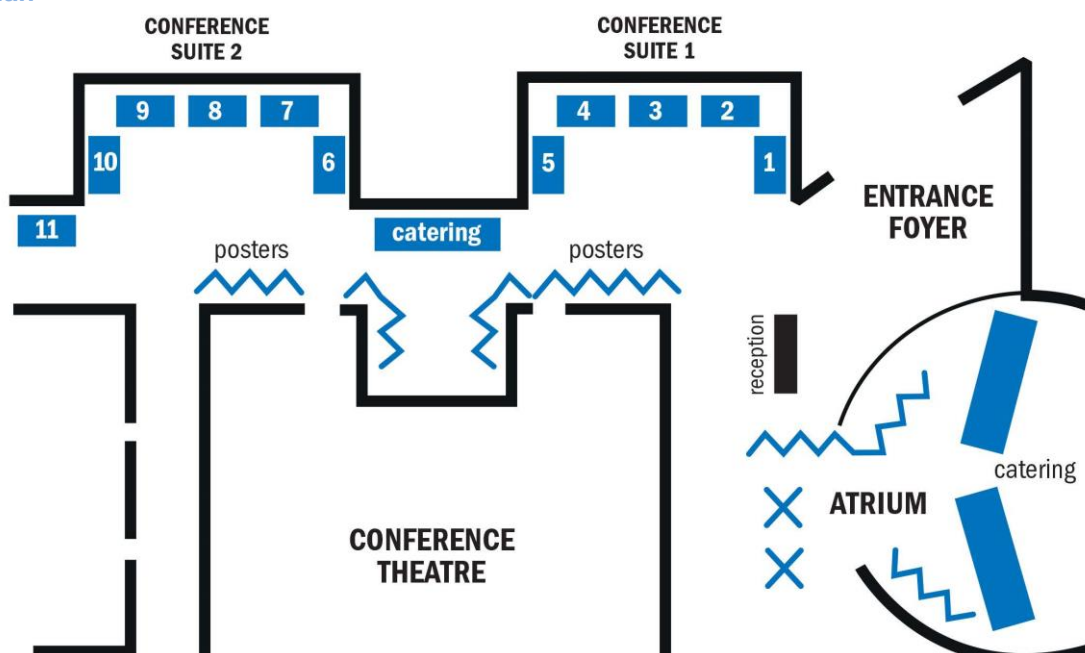
- Check in: 14:00
- Check out: 11:00
- Breakfast is served daily from 07:00-10:00 in the main restaurant.

To book accommodation at the Orchard Hotel only, please contact their reservations team by telephone on +44 (0)115 876 0900 quoting NCAFM and the date of the event. The hotel will offer the best available rate.

Exhibitor list

- IOP Publishing (stand 9)
- JPK Instruments AG (Stand 10)
- LOT-QuantumDesign Ltd (Stand 2)
- NanoMagnetics Instruments Ltd (Stand 7)
- NT-MDT (Stand 1)
- Orsay Physics (Stand 8)
- Scanwel and SPECS Surface Nano Analysis gmbh (Stand 3)
- Scienta Omicron GmbH (Stand 11)
- Sigma Surface Science (Stand 5)
- Windsor Scientific Ltd (Stand 6)
- Zurich Instruments AG (Stand 4)

Floor plan





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Registration

If you haven't already confirmed the name of the representative(s) manning your stand, please email claire.garland@iop.org by 15 July 2016.

On arrival at the event, each exhibitor will be given a conference pack and name badge which must be worn at all times throughout the event. Note exhibitors must not register for the conference unless they are planning to attend as a delegate.

Opening times

Monday 25 July	09:00-17:45
Tuesday 26 July	08:30-18:00
Wednesday 27 July	08:30-18:00

Inserts

Please send 200 copies of your inserts marked as follows:

Claire Garland
NC-AFM 2016 Inserts
Institute of Physics
76 Portland Place
London W1B 1NT, UK

Inserts should be a single sheet of A4 and must arrive by 15 July 2016.

Deliveries and collection procedure

Material for the exhibition can be sent in advance to the following address:

Nicola Cooper
NCAFM Exhibition
The Orchard Hotel
The University of Nottingham
Beeston Ln
Nottingham NG7 2RJ

Please note the following guidelines:

- Material must not arrive before 21 July
- There is a strict limit of 6 boxes per exhibitor
- Boxes must be labelled NCAFM and include your company name and stand number.
- All shipping costs including VAT and Duty must be met by the exhibitor. Please send material as 'Delivered Duty Paid'.

All material from the exhibition must be collected by noon on Friday 29 July. Boxes must be labelled with the company's name, address and contact information. Exhibitors must also confirm to on-site staff, the number of boxes being collected, the name of the courier company and their expected arrival date/time. Any material not collected by 29 July may be disposed of.

Displays and structures

The organisers must be informed of displays that may be a fire risk at least two weeks prior to the exhibition. In addition, exhibitors must ensure that all display aids and additional stand structures are made of inherently flame-resistant material.

Electrics

All stands will be allocated a single 13 amp electrical socket. Exhibitors are asked to bring their own extension cables. British electrical standards are 50Hz 230 volts, so some North American and European electrical devices may require converters; all will require plug adapters.



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Exhibitors intending to use electrical equipment must ensure that they comply with the Local Authorities Rules and Regulations. All electrical equipment must be PAT tested.

Safety and emergency procedures

In the unlikely event of a fire, an alarm will sound. Please evacuate the building immediately and assemble outside. Emergency exits are well sign posted. Do not re-enter the building until instructed to do so by a member of staff or the fire brigade.

Fire extinguishers

Exhibitors using, exhibiting or storing hazardous substances, objects or processes should provide the appropriate extinguishers for their stand.

First aid

If you fall ill or injure yourself during the conference, please report the incident to a staff member who will call a trained first-aider. In case of serious injury, paramedics will be called. All three emergency services, fire, ambulance and police, can be contacted by dialling 999 from any telephone.

Smoking

In accordance with government legislation smoking is not permitted in any building, temporary enclosed structure or substantially enclosed space outside of buildings.

Payment

The organiser reserves the right to refuse admission to any exhibitor who has failed to pay their stand rental prior to the event. If you request additional chargeable items, an invoice will be sent to you and our payment terms are 30 days.

Insurance

While we take every precaution to protect your property during the event, the Institute of Physics and the East Midlands Conference Centre are not responsible for any loss or damage and we recommend that you affect adequate insurance.

You are also responsible for insuring against any legal liability incurred in respect of injury or damage to third parties and to property belonging to third parties. In addition to this you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

Audio visual services

If using compact discs, tapes, records, etc (sound recordings) during the exhibition you will need to complete a GLD 08a form to obtain PPL licence – see www.ppluk.com.

Risk assessment

We take our responsibilities as laid out in accordance with the Health and Safety at Work Act 1974 very seriously and it is vital that exhibitors and their contractors do likewise. By issuing this statement in advance, the organisers deem that all exhibiting companies are aware of the health and safety policies and will comply with their obligations. The Management of Health and Safety Regulations 1992 recommends that a competent person is nominated to oversee all health and safety issues and that all employees co-operate with other personnel while sharing a work site. The nominated person will be responsible for providing the proper information and instruction, training, guarding and supervision of all parties concerned throughout the show.

Failure to comply with all of the health and safety legislation can cause injury/fatality, and prosecution of an employee/employer/contractor by the Health & Safety Executive.

All exhibitors are requested to produce a risk assessment for their stand, to be available onsite, if requested by the organisers.

Academic schools and departments (A-Z)

- Architecture and Built Environment
- Chemical and Environmental Engineering
- Chemistry
- Civil Engineering
- Cultures, Languages and Area Studies
- Economics
- Electrical and Electronic Engineering
- English Studies
- Geography
- Health Sciences
- History
- Humanities
- Law
- Life Sciences
- Mathematical Sciences
- Mechanical, Materials and Manufacturing Engineering
- Medicine
- MRC Institute of Hearing Research
- Music
- Pharmacy
- Physics and Astronomy
- Politics and International Relations
- Psychology
- Sociology and Social Policy

Other services (A-Z)

- 14/17 Admissions Office
- 29/30/31/36 Careers and Employability Service
- 28/38 Childcare Services
- 31/35/36/39/41 Coates Road Auditorium
- 11 Cripps Computing Centre
- 16 Cripps Health Centre/Chemist/Dentist
- 37 Estates Office
- 11 Faith/Prayer rooms
- 16 George Green Library
- 46/48 Graduate School
- 5 Greenfield Medical Library
- 55 Hallward Library
- 7 Keighton Auditorium
- 23/46 Language Centre
- 20 Museum
- 31/36/38/39/41/42 Nottingham New Theatre
- 37/46/48 Recital Hall
- 40 Security Control
- 33 Sports
- 26/44 Student Services Centre
- 18/22/25 Students' Union/Retail/Food court
- 7 University of Nottingham Sports and Social Club
- 7

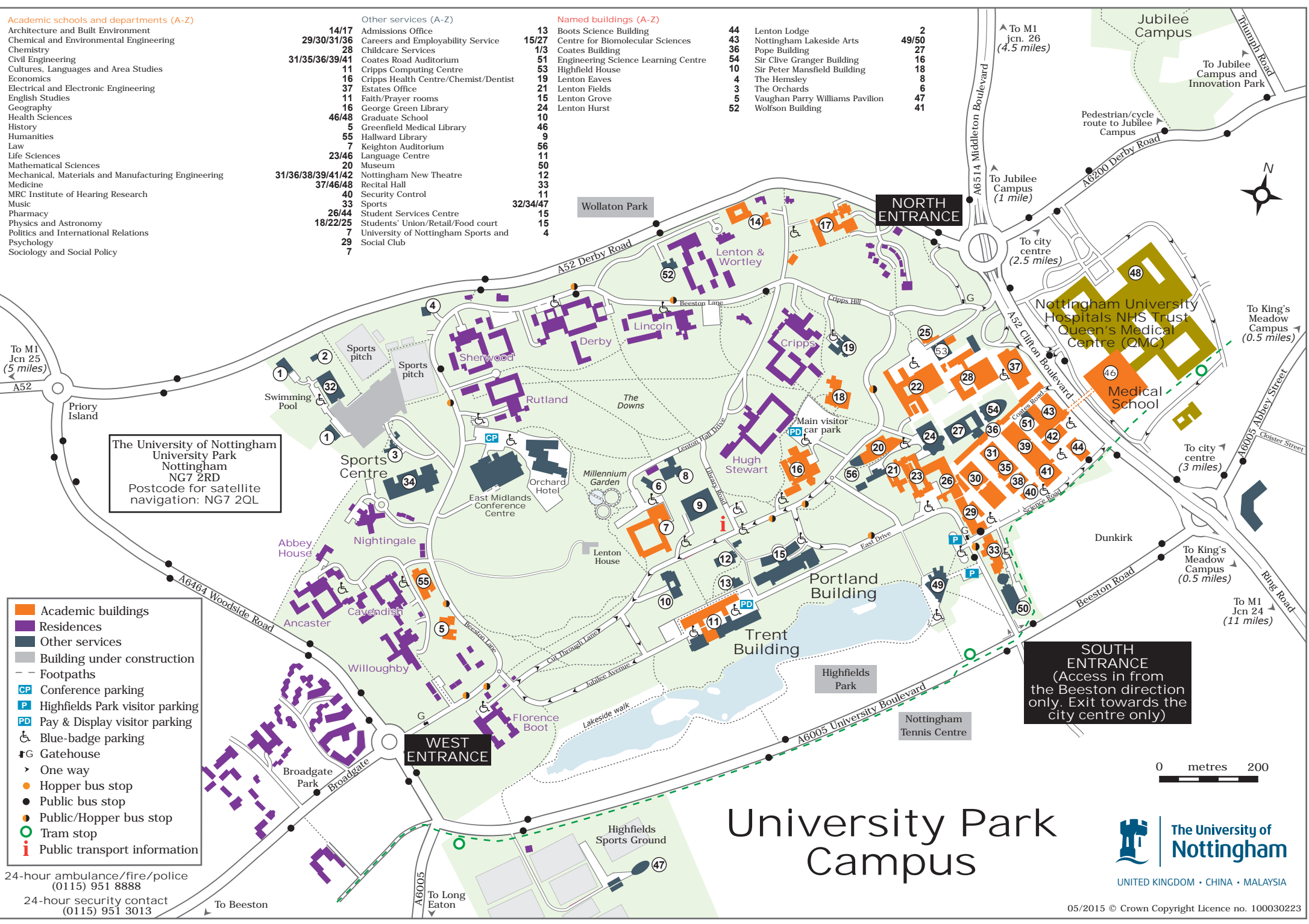
Named buildings (A-Z)

- 13 Boots Science Building
- 15/27 Centre for Biomolecular Sciences
- 1/3 Coates Building
- 51 Engineering Science Learning Centre
- 53 Highfield House
- 19 Lenton Eaves
- 21 Lenton Fields
- 15 Lenton Grove
- 24 Lenton Hurst
- 10
- 44 Lenton Lodge
- 43 Nottingham Lakeside Arts
- 36 Pope Building
- 54 Sir Clive Granger Building
- 10 Sir Peter Mansfield Building
- 4 The Hemsley
- 3 The Orchards
- 5 Vaughan Parry Williams Pavilion
- 52 Wolfson Building
- 2
- 49/50
- 27
- 16
- 18
- 8
- 6
- 47
- 41

- Academic buildings
- Residences
- Other services
- Building under construction
- Footpaths
- CP Conference parking
- P Highfields Park visitor parking
- PD Pay & Display visitor parking
- Blue-badge parking
- Gatehouse
- One way
- Hopper bus stop
- Public bus stop
- Public/Hopper bus stop
- Tram stop
- Public transport information

24-hour ambulance/fire/police
(0115) 951 8888

24-hour security contact
(0115) 951 3013



University Park Campus



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