Anglo-French Physical Acoustics 2018

17–19 January 2018
Selsdon Park Hotel, Surrey, UK
Contact information
Please read this handbook in preparation for the event as it includes all the information you will need while onsite at
the conference. If you have any questions or require further information, please contact the conference organiser
Jon Roe or the conferences team. During the conference, Jon Roe plus another member of the conferences team
will be onsite throughout the event to answer any questions.

Jon Roe
Conference organiser
Institute of Physics
Email: jon.roe@iop.org
Tel: +44 (0)20 7470 4908

Conferences team
E-mail: conferences@iop.org
Tel: +44 (0)20 7470 4800

Organising committee

Dr Pierre Gélat, University College London, UK
Professor Nader Saffari, University College London, UK

We hope that your time at the conference is enjoyable. However, should you encounter any problems during your
stay, please report them to the registration desk at your earliest convenience. The conference team will make every
effort to rectify the issue as soon as possible.

Disclaimer
The Institute of Physics, The De Vere Selsdon Estate and their approved representatives cannot take responsibility
for any accident, loss or damage to participants or their property during the conference.
Venue
The conference will be held at The De Vere Selsdon Estate Hotel. The lectures will be held in the Gresham Suite. Refreshments will take place in the Gresham coffee area and lunch will be served in the restaurant. On-site accommodation for residential delegates is located in The De Vere Selsdon Estate. A full map can be found in this handbook.

Venue address
De Vere Selsdon Estate
126 Addington Road
Sanderstead
Surrey
CR2 8YA
Tel: +44 (0) 208 657 8811

For information about the venue, please visit their website: www.ph-hotels.com/selsdonpark

Tourist information
Surrey is England’s most wooded county and is home to some of England’s finest landscapes. With stunning panoramic views and rolling hills, Surrey really is quintessential England. Located in South East England, Surrey offers a variety of historic town and picturesque villages as well as stunning gardens and stately homes for you to explore. Surrey has some of the best attractions in the South East, including, Denbies Wine Estate in Dorking which is England’s largest single estate vineyard with 265 acres of vine and Hampton Court Palace, a visit to the Palace promises a journey back through 500 years of royal history. Apart from the Palace itself and its gardens, other points of interest for visitors include the celebrated maze.

For more information, please visit the Surrey Visitor Information Centre at http://www.visitsurrey.com/

Travel

Travel to Surrey
Selsdon Estate Hotel is close to South and East Croydon Stations and a short drive from both Gatwick and Heathrow International airports. East Croydon station is 3.7 miles from the hotel, while central London is 13 miles away.

A location map for The De Vere Selsdon Estate can be found online
http://www.selsdonparkcroydon.co.uk/location/

By air
Nearest airport: Gatwick International airport
25 minutes from Gatwick International airport
Two other airports are also within easy reach:
• 45 minutes from Heathrow International Airport
• 40 minutes from London City Airport
By train

Nearest station: East Croydon station

The De Vere Selsdon Estate is easily reached from four mainline stations including East Croydon which is 3.7 miles away, and 12 minutes direct to London Victoria station. For information contact National Rail Enquiries (tel: +44 (0)8457 484950).

By car

Satellite navigation co-ordinates: 51.339008, -0.061664 (post code CR2 8YA)

- At Junction 6 on the M25, take the A22 exit to Godstone/Caterham/Westerham/A25
- At Godstone Interchange, take the 1st exit onto Godstone Hill/A22 leading to London/Croydon/Caterham. Continue to follow A22
- Continue along the Caterham bypass until you come to a large round about (Anne Summers) and take the 3rd exit and follow signs A22 towards Whyteleafe/Croydon
- Continue to mini roundabout and take 3rd exit up the hill and under the bridge onto B270
- Turn left onto the B264 towards Croydon onto Tithepit Shaw Lane
- At the top of the road follow the right hand bend and continue to the end, turning left onto Limpsfield Road (B269)
- Follow the road straight, going over mini roundabouts and passing Waitrose on your right until you come to a large round about
- Take the 3rd Exit onto Addington Road (A2022)
- The De Vere Selsdon Estate is on the right opposite Upper Selsdon Road, indicate right prior to the traffic lights

Car parking

Parking at the hotel is free for guests of the hotel and conference delegates.

You can plan your route online using one of the free route planners - examples are The AA or The RAC.

By taxi

A journey by taxi from the railway station to The De Vere Selsdon Estate will take approximately 20 minutes. There is a taxi rank outside the station. Travelling by taxi or minicab is generally very safe, but it is important to take sensible precautions, like making sure the vehicle is licensed.

Taxi company:
Station Car Purley: +44 (0)208 660 6000

BUS T33 OR 64 TO SELSDON

Visas

Citizens of the European Union do not need a visa to enter Britain. If you are from any other country, please find out about visa requirements before your travel by visiting http://ukvisas.gov.uk
**Registration**

Registration will take place on Wednesday morning in the Foyer at The De Vere Selsdon Estate. Times are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>Wednesday 17 January</td>
<td>12:00 – 17:00</td>
<td>Hotel Foyer</td>
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<tr>
<td>Thursday 18 January</td>
<td>08.30 – 19:00</td>
<td>Hotel Foyer</td>
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<tr>
<td>Friday 19 January</td>
<td>08.30 – 14:00</td>
<td>Hotel Foyer</td>
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Please note that during lunch times the registration desk may be unmanned for a short period of time.

On arrival, each participant will receive a delegate pack containing a pen and pad, a programme and a name badge. Please wear your badge at all times because this will help with security and enable you to identify your fellow delegates. Replacement badges can be issued at the registration desk. On your departure, please return your badge to the registration desk so that it can be recycled.

**Messages**

A message board will be placed near the registration desk. Participants should check the board for messages as an attempt to locate participants will only be made in the case of an emergency. During registration times, messages can be left by email to jon.roe@iop.org.

**Hotel facilities**

**Internet**

WiFi access is available in most areas of the hotel. Please note that you will be allocated one password to use for the entirety of the conference. You will be given a password upon arrival.

**Cloakroom**

There will be a cloakroom available for luggage storage. Please note that these areas are not secure. All goods left in these areas are left at the owner’s risk and neither the IOP nor the The De Vere Selsdon Estate accept any liability for any loss or damage to personal goods.

**Public telephones**

Please note that there is no public telephone in Selsdon Estate.

**Prayer room**

Anyone wishing to use the prayer room should make a request to the IOP registration desk and the Hotel staff will direct delegates to the appropriate area.

**Banking facilities**

The nearest ATM is available in Sainsbury’s supermarket, which is situated about 10 minute walk from The De Vere Selsdon Estate.
Catering

**Full fee delegates** – catering includes refreshments, lunch, evening meal and conference dinner and are served at set times during the conference programme. Lunch and evening dinner will take place in the Hotel Restaurant for residential delegates only. Breakfast each morning will take place at 07.00 to 09.30 in the Restaurant.

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<thead>
<tr>
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<tbody>
<tr>
<td>Lunch</td>
<td>12:00 – 13:20</td>
<td>Restaurant</td>
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<tr>
<td>Refreshments</td>
<td>15:10 – 15:30</td>
<td>Terrace coffee area</td>
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<tr>
<td>Dinner (residential delegates only)</td>
<td>19:00</td>
<td>Restaurant</td>
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<tr>
<th>Thursday 18 January</th>
<th>Times</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Breakfast (residential delegates only)</td>
<td>07:00 – 09:30</td>
<td>Restaurant</td>
</tr>
<tr>
<td>Morning break</td>
<td>11:00 – 11:30</td>
<td>Terrace coffee area</td>
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<tr>
<td>Lunch</td>
<td>13:00 – 14:00</td>
<td>Restaurant</td>
</tr>
<tr>
<td>Afternoon break</td>
<td>16:10 – 16:30</td>
<td>Terrace coffee area</td>
</tr>
<tr>
<td>Conference dinner</td>
<td>19:00</td>
<td>Restaurant</td>
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**Dietary requirements**

Participants with special dietary requirements are asked to notify the conference office by e-mail prior to their arrival if they have not already done so when registering. 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 note that as delegates are dining at their leisure on Wednesday evening, they will be asked for their room number, then after the meal they may be asked to sign a receipt but they will not be charged.

The meal included is from the hotels TDH menu so if you order from the bar menu, you will be charged, similarly if you order from the hotels A La Carte menu, you will also be charged a supplement.

The restaurant is open from 7pm with last food orders taken at 9.10pm.

Please note following statement from The De Vere Selsdon Estate centre catering supplier, ALLERGEN POLICY STATEMENT

The De Vere Selsdon Estate takes the issue of food allergies very seriously. We have always strived to ensure our guests with special dietary requirements are well catered for with foods that are safe for them to eat. In line with new regulations that came into force in December 2014 we have introduced additional controls. We are required to provide information about the content of food produced on our premises with particular regard to 14 recognised Allergens and make this available to customers.
Social programme

Thursday 18 January - 19:00 - The conference dinner will take place at De Vere Selsdon Estate. Dinner will commence at 19.30. There will be a drink’s reception at 19:00. The conference dinner is included within the full registration fee. If you are unable to attend the dinner can you please notify Jon Roe by email: jon.roe@iop.org

Information for presenters

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

- Data projector
- PC with PowerPoint facilities (Office XP 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 Jon Roe jon.roe@iop.org before the conference.

Presentations
Speakers are requested to bring their presentations on a USB memory stick in either Office 2007 or .pdf format and preload them 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.

Scientific programme
Please refer to the Anglo-French Physical Acoustics Conference website at http://afpac2018.iopconfs.org/programme2 for the latest programme. A printed copy of the programme will be available on arrival.

Safety and security

Personal property
The De Vere Selsdon Estate and the Institute of Physics do not accept responsibility for the loss of or damage to personal property. Visitors are advised to keep personal possessions with them, when out and about.
Evacuation policy
The procedure on hearing the fire alarm, or on discovering a fire, is to vacate the building by the quickest and safest route, and report to the assembly point. Residents should never use fire safety equipment to fight the fire - it is installed for use by trained members of The De Vere Selsdon Estate staff who will be in attendance in the event of an alarm. Guests and staff should not re-enter the building until the Fire Service or Security team confirms that it is safe to do so.

First aid
If an ambulance is required whilst you are in the hotel dial 999 from any telephone to contact the Hotel Security. They will call an ambulance to assist with the correct location at the hotel. The nearest Accident & Emergency Department is May Day Hospital.

Security
Staff is on duty 24-hours a day, 7-days a week. Should an accident, theft or other incident occur on the Hotel premises, it must be reported without delay to the hotel reception or to the security staff.

Smoking
In accordance with government legislation smoking is not permitted in any part of the hotel.

Behavior and conduct
The Institute of Physics and The De Vere Selsdon Estate, reserve the right to charge in full for loss or damage to the hotel.

General information
Britain’s currency - pound sterling (£) - see www.xe.com for currency converters.

Value Added Tax (VAT) - is charged on all purchases currently at a rate of 20%, people travelling to the UK on business may be entitled to reclaim the tax charged on event expenses.

Electricity
British electrical standards are 50Hz 230 volts, so some North American and European electrical devices may require converters; all will require plug adaptors. Please bring your own adaptor with you to the conference.

Accommodation
De Vere Selsdon Estate Hotel
126 Addington Road
Sanderstead
Surrey
CR2 8YA
Tel: +44 (0) 208 657 8811
www.ph-hotels.com/selsdonpark

En-suite single accommodation from 17–19 January is included in the 'residential' registration fee. If you have any special accommodation requirements please e-mail jon.roe@iop.org. If you require any additional night’s stay, please contact the hotel directly on +44 (0)208 657 8811 - OPTION 2 for availability.
**Bedrooms**
Each room will be equipped with shower facilities, tea/coffee making facilities, remote control television, telephone, trouser press and a hairdryer.

**Arrival**
Check-in at the hotel is from **15:00 on Wednesday 17 January**. Room keys should be collected from the front reception (open 24 hours). There will be a storage area for luggage. For emergencies there is a 24 hour onsite Security team.

**Departure**
Check-out is by **11:00 on Friday 19 January**. Keys should be returned to the reception. **There will be a charge if you do not return your keys by 11:00.**

**Breakfast and dinner**
Breakfast and dinner is included in the full registration fee. Breakfast will be served in the Restaurant at 07:00 – 09:30 each morning. Dinner on Wednesday 17 January will be served at 19:00. On Thursday 18 January dinner will be served at 19:30.

**Internet access**
You will need a username and password - available from the Reception or IOP Registration Desk.

**Gym and sports facilities**
The leisure facilities include an indoor pool, gymnasium and tennis court. The De Vere Selsdon Estate and Golf club offers an 18 Holes PGA Championship Golf Course, the cost for the golf is **£25.00** per person. To book to play golf you need to contact the hotel front reception desk.

**Smoking**
The bedrooms are strictly no smoking and a charge from **£100.00** upwards will be levied to cover additional cleaning costs required to ensure the room is acceptable for the next guest.

**Shops**
There is a supermarket and newsagent within a short distance of the hotel.

**Security**
The De Vere Selsdon Estate and the Institute of Physics do not accept responsibility for the loss of or damage to personal property. Visitors are advised to keep their bedrooms locked at all times, even if they are just popping out for a few minutes, and keep personal possessions with them.
Location map