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Contacts

Please read this handbook prior to the event as it includes all of the information you will need while onsite at ICHED 2019. If you have any questions or require further information, please contact a member of the conference organising team, Jason Eghan or Claire Garland.

Jason and another member of the team will be on-site for the duration of the conference and will be based in the Chapel on the Reception Desk during registration times (see page 6). Outside of these times and only in case of an emergency, please telephone 07881 923 142.

Jason Eghan

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Claire Garland

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Conferences

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Email: conferences@iop.org

We hope that your time at the conference is trouble free. If you do encounter any problems, please report them to the conferences team who will make every effort to rectify the issue as soon as possible.

Disclaimer

The Institute of Physics, University College Oxford and their approved representatives accept no responsibility for any accident, loss or damage to participant's property during the conference.

Social media



Follow and join the conversation at #IOPched2019



Sponsors



Committee

- Peter Norreys – University of Oxford and STFC RAL, UK (conference chair)
- Michel Koenig, LULI, France (chair, conference series)
- Bedros Afeyan, Polymath Research Inc., USA (vice-chair, conference series)
- Farhat Beg, University of California, San Diego, USA
- Carolyn Kuranz, University of Michigan, USA
- D Froula, LLE, USA
- K Peterson, Sandia, USA
- T Ma, Lawrence Livermore National Laboratory, USA
- N Ozaki, University of Osaka, Japan
- E Falize, CEA, France
- Gianluca Gregori, Oxford, UK
- S MacLaren, Lawrence Livermore National Laboratory, USA
- Zhengming Sheng, Shanghai Jiao Tong University, China and University of Strathclyde, UK
- M Roth, University of Darmstadt, Germany



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Venue

The conference will take place at University College in Oxford. Please refer to the overview and floor plan for the location of each activity.

University College

Oxford
OX1 4BH

[Google map](#)

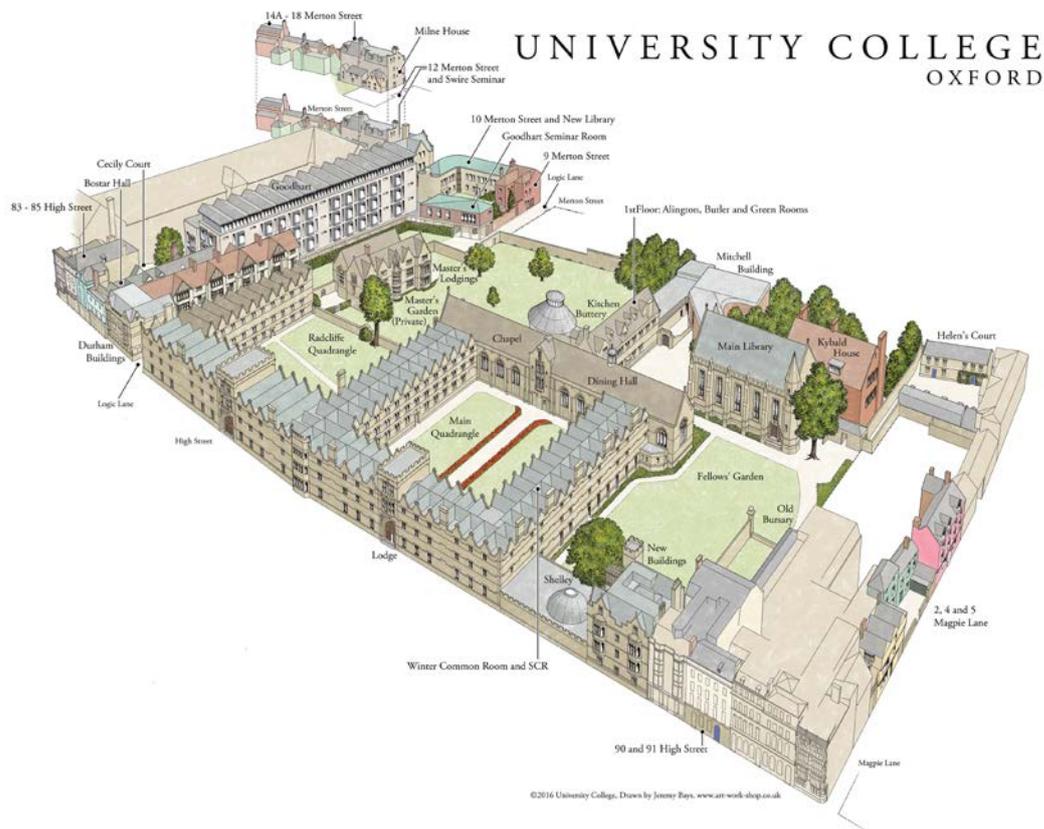


Event	Location
Registration	Chapel
Talks	Chapel
Welcome Reception (Sun)	Main Dining Hall
Refreshments	Main Dining Hall
Lunch	Main Dining Hall
Drinks reception (Mon & Tues)	Alington and Butler Rooms
Poster Sessions (Tues & Thursday)	10 Metron Street and Swire Seminar Rooms
Steven Rose Dinner (Tue)	Main Dining Hall
Conference Dinner (Wed)	Main Dining Hall



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College Map



Accommodation

A limited number of single study bedrooms with shared bathroom facilities are available at University College on a bed and breakfast basis. Rooms are offered on a strictly first-come, first-served basis. To reserve accommodation at the college visit the [university rooms](#) website.

Check-in and out times

Check-in is from 14:00 on your scheduled day of arrival. Please collect your bedroom key from the porters lodge. Guests should check out at 10:00 on the day of departure and return keys to the lodge.

WiFi

Residential guests at University College Oxford will receive a Wi-Fi code from the lodge on arrival. Non-residents should collect a password from the registration desk (maximum 2 per person). Please note these are all individual codes allocated to each delegate.

Travel

For travel information, visit the conference [website](#). Use Google Maps for directions.



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Programme

The full programme is available to download from the website. A printed copy will be included in your welcome pack, which you will receive on arrival at the conference.

Registration

The registration desk will be located in the in front of the Alington and Butler Room on arrival on Sunday, and in the Chapel for the rest of the conference at the times listed below. All attendees will receive on arrival a welcome pack which contains a copy of the programme, a list of participants, a pen and pad, and conference badge.

The abstracts will be available in digital format only and available to download from the website. If you want a copy to refer to while on-site at the conference, please print or save a personal copy.

Participants are asked to wear their badges at all times throughout the conference to help with security and identify fellow participants. Replacement badges can be issued at the registration desk for £2.50 each.

- Sunday 31 March 15:00-18:00
- Monday 1 April 08:00-18:30
- Tuesday 2 April 08:00-20:00
- Wednesday 3 April 08:30-15:00
- Thursday 4 April 09:00-18:10
- Friday 5 April 09:00-15:20

Outside of registration times and only in the case of an emergency, please call 07881 923 142.

Catering

Catering will be provided at set times throughout the conference. Please refer to the programme for timings and the following overview for locations.

What	Location
Breakfast (8:00 - 9:00)	Buttery
Refreshments	Main Dining Hall
Lunch	Main Dining Hall
Steven Rose Dinner (Tue)	Main Dining Hall
Welcome Drinks Reception	Main Dining Hall
Conference Dinner (Wed)*	Main Dining Hall
Drinks Reception (Mon & Tue)	Alington Room
Drinks Reception in Poster (Thurs)	10 Merton Street Lecture and Swire Seminar Room

*A place name with the menu selected for the conference dinner will be provided. Name cards should be collected during the pre-dinner drinks reception from the North and South Lounge.



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Dietary requirements

Participants with dietary requirements are asked to notify the conference office by email prior to their arrival. It will not be possible to provide an alternative menu unless prior notification has been received. Please email jason.eghan@iop.org if you have any queries.

Christ Church Tour

In order to provide delegates with an opportunity to explore Oxford, the conference programme will not include any talks on the afternoon on Wednesday 3 April. Instead, there will be a tour of Christ Church for those that have pre-booked a place while registering for the conference. There will also be a pre-dinner scientific lecture at 6.10 pm, followed by the conference dinner at 7pm.

As the tours will be carried out in groups of 20, please confirm on arrival at the conference your preferred slot from the following times:

- 15:15
- 15:30
- 15:40

For more information on Christ Church visit their website at <https://www.chch.ox.ac.uk/>

Payment

The organiser reserves the right to refuse admission to any participant who has failed to pay their registration fee prior to the event.

Presenter instructions

The Chapel will be equipped with audio-visual aids listed below:

- PA system with PC sound kit and Microsoft office software
- Laptop
- Hand held and lapel microphones

A technician will be on hand throughout the conference to assist presenters to upload their presentation onto the house computer or to link up their own laptops.

If you require any additional equipment, please email jason.eghan@iop.org.

- Invited talks: 20 minutes talk + 10 minutes questions
- Contributed talks: 15 minutes talk + 5 minutes questions

Instructions for speakers

- We recommend presenters bring their presentation on a USB stick to load their talk onto the PC located in the Chapel.



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- Your presentation should be loaded on to the PC located in the meeting room in the break preceding the start of your session. Please save your presentation file in the appropriate named folder saved on the desktop. Direct connection of personal laptops is the alternative approach.
- Presenters are asked to prepare their talks to match the allocated times in the programme which will be strictly enforced by the conference chairs.

Format and technical requirements

- The meeting room is large, so speakers should use a minimum 16-point font size in PowerPoint slides to ensure legibility.
- To avoid potential problems with display fonts, please only use fonts common to both platforms (Arial, Courier, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman).
- For images in your presentations, it is preferable that the images are in jpg format.
- If you have embedded video files to your presentation, they must be any of the following formats mpg, mpeg, wmv avi or QuickTime (mov)
- Do not forget to upload any video files separately in addition to your PowerPoint presentation.

Posters

Posters will be located in the 10 Merton Street and the Swire Seminar Rooms over two Sessions. Session 1 will take place on Tuesday 2 April and includes posters P1.1- P1.22. Session 2 will be held on Thursday 4 April and includes posters P2.1-26.

Poster Session 1 – P1.1-P1.22

- Authors should mount their poster from 10:00 on Monday 1 April and must remove it by 14:00 on Wednesday 4 April.
- Presenters are asked to be available during the session on Tuesday 2 April from 16:10.

Poster Session 2 – P2.1-P2.26

- Authors should mount their poster from 15:00 on Wednesday 3 April and must remove it by 14:00 on Friday 5 April.
- Presenters are asked to be available during the session on Thursday 4 April from 18:10.

Any poster not removed at the correct time will be recycled.

Poster boards are 2m by 1m (h x w) and orientated vertically. **Posters should be A0 in size (118.9 x 84.1cm/ 46.8 x 33.1 inches), in a portrait format.** Posters must be prepared in advance of the conference as it will not be possible to print them on-site. Fixing material will be supplied to mount your poster. Please note any posters printed in fabric might be harder to mount and will possibly fall from the boards.

Posters must be prepared in advance of the conference as it will not be possible to print them on-site.

Safety and evacuation procedures

If the alarm sounds, please evacuate the building immediately and assemble outside in the quad (all fire exits are sign posted). DO NOT re-enter the building until instructed it is safe to do so by the fire officer in



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charge.



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Smoking

In accordance with government legislation, smoking is not permitted in any building, temporary enclosed structure or substantially enclosed space outside of the building. E-cigarettes are also not permitted in the hotel.

First aid

If you fall ill or injure yourself during the conference, please report the incident to a member of staff who will call a trained first-aider. In case of serious injury, paramedics will be called. All members of the conferences team are also trained first aiders.

Weather

The Weather in the UK can be unpredictable and therefore we recommend participants bring a water proof rain jacket and/or umbrella. The average temperature for April is 13°C.

General information

- Britain's currency is the pound sterling (£). Credit cards - especially Visa and MasterCard - are widely accepted in restaurants, bars, cafés and shops. American Express and Diners Club cards are less commonly accepted. There are plenty of cash machines (also known as cashpoints or ATMs) available within walking distance of the hotel.
- Value-added tax (VAT) is a 20% sales tax levied on most goods and services except basic food items, books and children's clothing. Restaurants must, by law, include VAT in their menu prices. If you are travelling for leisure or business purposes, you may be eligible for a VAT refund. The VAT refund scheme is called the Retail Export Scheme or Tax-Free Shopping.
- Electricity - British electrical standards are 50Hz 230 volts, so some North American and European electrical devices may require converters; all require plug adapters.
- Telephone - If you're visiting the UK from abroad, the UK dialling code is +44 (which replace the 0).
- Emergencies - Visitors should be aware of their personal safety. Call 999 for the emergency services (police, fire and ambulance) which is a free call from any phone. You can also call 112 for non-life threatening assistance and to report crimes. To report non-urgent crime, call the police on 101 from within the UK.

Conference app

ICHED 2019 will have its own dedicated conference mobile app with information related to the programme, exhibitors and sponsors. There will also be daily notifications to keep you up do date with each day's schedule. To opt in, please complete the following steps:

- Amend your registration [here](#) - you will need to use the same username and password that you registered with
- Select "I wish to opt in to use the conference app" (displayed after your dietary requirements)
- Download "eventsforce" app from your playstore or app store
- Once the app is downloaded, please create an account (using the same email address as your registration)



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- Click on the code link next to the search box and type *ICHED2019*
- Download the event so you can access it more easily every time you open the app
- Open and enjoy!