

UK–Japan Symposium on Atomic and Molecular Manipulation: Force and Tunnel Current in Scanning Probe Microscopy

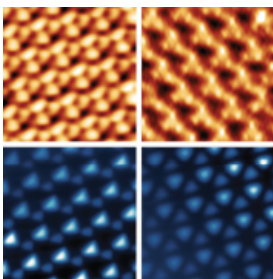
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Appendix 1 – University of Nottingham campus map

Appendix 2 – Map of School of Physics and Astronomy, University of Nottingham

Appendix 3 – Map of University of Nottingham bus stops



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Contact information

If you have any questions, please contact the conferences team by telephone or email. There will be at least two IOP representatives on-site throughout the conference, in case you have any queries.

Hoe-Yin Kwan
Institute of Physics

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Mobile: +44 (0)791 718 1208
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Conferences team
E-mail: conferences@iop.org

Organising Committee

Adam Sweetman (Conference Chair) – University of Nottingham, UK
Sam Jarvis – University of Nottingham, 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, University of Nottingham and their approved representatives cannot take responsibility for any accident, loss or damage to participants or their property during the conference.

We gratefully acknowledge financial support from the JSPS under the JSPS symposium scheme for the ‘UK–Japan Symposium on Atomic and Molecular Manipulation: Force and Tunnel Current in Scanning Probe Microscopy’

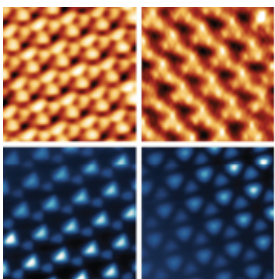


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Venue

The conference will be held at the School of Physics and Astronomy (University of Nottingham) in **Room B23**, located on the first floor. Please see the building marked ‘Conference venue’ on the University of Nottingham campus map appended at the back of this document.

School of Physics and Astronomy
University of Nottingham
Nottingham
NG7 2RD

Tel: +44 (0)115 951 5183

For information about the venue, please visit their website: <http://www.nottingham.ac.uk/physics>

Finding your way around

While on campus, to help you navigate a walking route, a quick and easy to download walking App is available from the App Store or Google Play store by searching for ‘Nottingham Conferences Walking Guide’.



Alternatively, you can download the App by scanning the QR code.

Travel

Nottingham is located in the East Midlands in the heart of England. The city's excellent transport links make it the ideal location from which to explore. Local, regional, national and international travel couldn't be easier. Furthermore, due to its variety of public transport and cycle routes, Nottingham has been named as the least car dependent city in the UK.

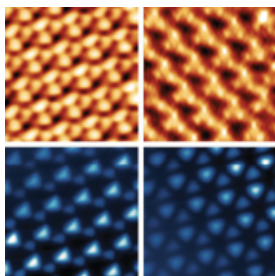
By air

Nearest airport: London East Midlands Airport (situated north of London), situated 13 miles (21km) south-west of Nottingham.

From East Midlands Airport you can take the Trent Barton Indigo service directly to the campus or the Skylink bus to Nottingham. Buses leave from outside the Airport Arrivals hall. There is a 24 hour Skylink bus service from East Midlands Airport to Nottingham City Centre. The service goes to the University Park Campus (on route to Nottingham Broadmarsh bus station).

By train

Nottingham is right in the centre of the country and is very well connected to all other major cities by the train network. Regular services operate between Nottingham and London St Pancras (from 1 hours 45 mins), Birmingham (1 hour 15 mins), Leeds (2 hours), Manchester (2 hours), or Sheffield (1 hour). For train information, tickets and timetables please contact National Rail Enquiries (tel: +44 (0)8457 484950). The nearest train stations are located in Nottingham City Centre or Beeston. Taxis and buses are available at both stations.



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From Nottingham train station: The University Park campus is 2 miles from Nottingham Train station. A number of buses will take you via a short bus ride, then it is a 5-10 minute walk to the conference venue. Please refer to the bus stop maps attached to the end of this handbook. For route and timetable information, please see the Trent Barton website for more information: <https://www.trentbarton.co.uk/nottsunimap>

From Beeston train station: The University Park campus is between 1-2 miles from Beeston Train station which is between 20-40 min walk or you could take a short bus ride on Trent Barton's route 18 service and alight at the University South Entrance UN04 bus stop (<https://www.trentbarton.co.uk/services/eighteen/maps-and-times>). Alternatively, the more frequent Indigo service operated by Trent Barton goes from 'Beeston (Notts), opp Queens Road' (on Station Road) – a 5 minute walk from the train station. (<https://www.trentbarton.co.uk/services/indigo/maps-and-times>)

By car

Leave the M1 motorway at Junction 25 to join the A52 to Nottingham. Follow the A52 for approximately 4 miles, at the Toby Carvery roundabout turn right onto the A6464, turn left at the next roundabout to enter the University's West Entrance.

When driving to University Park Campus via satellite navigation please use the postcode: NG7 2QL.

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

Car parking:

There is ample parking on campus. Please note that all parking requires a Pay and Display ticket, which is available from any Pay and Display machine on campus. The ticket will need to be clearly displayed in your car and is required from 09:15 - 16:00 (Monday to Friday only). Guests staying at Cavendish Hall and The Orchard Hotel will receive complimentary parking.

Taxis

At East Midlands Airport, you can walk to the taxi rank on the terminal forecourt and take a direct taxi to the University. The cost of a single/one way journey is approximately £20.00.

There are taxi ranks throughout Nottingham city and immediately adjacent to the main railway and bus stations in Nottingham and Beeston. The journey to the campus takes approximately 15 minutes and is about £9.00 one-way.

- Nottingham Cabs: +44 (0) 1159 700 999

By bus/coach

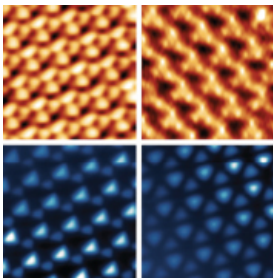
From London Victoria Coach Station:

National Express operates a coach service that will take you from London Victoria Coach Station to Nottingham Coach Station, from where you would need to change to a local bus to the University of Nottingham campus. For more information and to book tickets, please visit the National Express website: www.nationalexpress.com

From Nottingham Coach Station (Broadmarsh), take the Indigo service to the University Park campus, University of Nottingham.

Visas

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



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Accommodation

Accommodation is not included within the registration fee. There is an additional charge for accommodation; single, en-suite bedrooms are available on a bed and breakfast basis. You will be able to book and pay for accommodation when registering online for this event.

Dates available for booking online:

Cavendish Hall – Monday 14 December, Tuesday 15 December 2015 (extensions are not available)

Orchard Hotel – Monday 14 December, Tuesday 15 December 2015 (extensions subject to availability)

If you have any queries, please contact Conferences department by emailing conferences@iop.org.

Cavendish Hall

For participants who have booked accommodation at Cavendish Hall at the University of Nottingham:

- Check-in is from **15:00** on day of arrival
- Check-out at **10:00** on day of departure

Upon check in, you will receive a bedroom key and either a front door swipe card, ‘block’ or fob key. The main doors will lock at midnight but access can still be gained after this time by using your swipe card, ‘block’ or fob key.

Cavendish Hall is marked on the campus map at the end of this handbook.

Address

Cavendish Hall
University of Nottingham
Nottingham
NG7 2RD

Website: <http://www.universityrooms.com/en/city/Nottingham/college/cavendishhall>

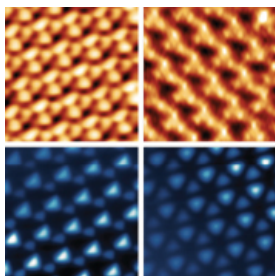
Phone: +44 (0) 1159 514 272

Facilities include:

- En-suite bathroom
- Complimentary WiFi internet
- Full English breakfast
- Bedding, towels and toiletry pack
- Tea and coffee making facilities
- Complimentary car parking (voucher to be provided)
- Complimentary access to the fitness centre within the Sports Centre

Breakfast

Breakfast for Hall guests will be served daily at 07.00 to 08.30 at the Hall.



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Orchard Hotel

For participants who have booked accommodation at Orchard Hotel at the University of Nottingham:

- Check-in is from **14:00** on day of arrival
- Check-out at **11:00** on day of departure

Orchard Hotel is marked on the campus map at the end of this handbook.

Address

Beeston Lane
Nottingham
NG7 2RJ

Website: <http://www.devevenues.co.uk/en/venues/east-midlands-conference-centre-orchard-hotel/orchard-hotel>

Phone: +44 (0) 871 222 4836

Facilities include:

- En-suite bathroom
- Complimentary WiFi internet (select 'UoN guest' from the list of available wireless networks)
- Full English breakfast
- Bedding, towels and toiletry pack
- Tea and coffee making facilities
- Complimentary car parking
- Complimentary access to the fitness centre within the Sports Centre

Breakfast

Breakfast for Orchard Hotel guests will be served daily at 07:00 to 10:00.

Luggage

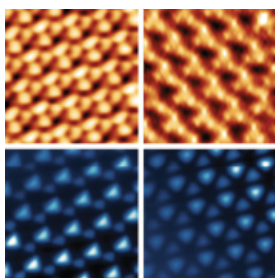
Please see the staff at the registration desk for information on where you may store your luggage during the conference.

Registration

The registration desk will be open in the School of Physics (see building marked as 'Conference venue' on the campus map at the end of this handbook) at the following times.

Tuesday 15 December	08:30 – 18:30
Wednesday 16 December	08:45 – 16:30

Each participant will receive a pen, note pad, participants list, the programme and a lapel badge. Participants are asked to wear their badge at all times to help with security and to enable you to identify fellow participants. Replacement badges can be issued at the registration desk in the Conference Office. On departure, please return your badge to the Conference Office to be recycled.



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Catering

The registration fee includes refreshments and lunches Tuesday 15 – Wednesday 16 December. Please refer to the overview below for timings and locations.

Date	Event	Time	Location
Tuesday 15 December	Morning refreshments	11:10 – 11:30	Main foyer, First floor
	Lunch	12:30 – 13:30	Main foyer, First floor
	Afternoon refreshments	15:20 – 15:40	Main foyer, First floor
	Poster session and Buffet dinner	17:00 – 18:30	Main foyer, First floor
Wednesday 16 December	Morning refreshments	11:00 – 11:20	Main foyer, First floor
	Lunch	12:30 – 14:00	Main foyer, First floor
	Afternoon refreshments	15:20 – 15:40	Main foyer, First floor

Dietary requirements

Participants with special dietary requirements are asked to notify the conference office by email no later than **7 December 2015**, if they have not already done so when registering. It may not be possible to provide an alternative menu unless prior notification has been received by this date. While at the conference, those with special dietary requirements other than vegetarian are asked to make themselves known to the staff.

Please email hoe-yin.kwan@iop.org if you have any queries.

Information for presenters

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

- Data projector and screen
- Conference laptop with PowerPoint facilities
- Laser pointer
- Lapel microphone

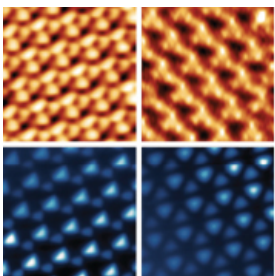
Speakers wishing to use additional audio-visual equipment or intending to present from a Macintosh computer are asked to email hoe-yin.kwan@iop.org no later than **7 December 2015**.

Oral presentations

Presenters are asked to prepare their presentations to match the time allocated in the programme as these will be strictly enforced by the conference chairs.

- Invited talks - 40 minutes (35 minutes + 5 minutes for questions)
- Contributed talks - 20 minutes (17 minutes + 3 minutes for questions)

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 conference room. Speakers should save their presentation into the appropriate pre-named session folders pre-set on the desktop and files should be saved by speaker's surname and



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initial, e.g. “Smith J.pdf”. 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.

Please use a minimum 15-point font size in PowerPoint slides to ensure legibility.

The UK has 3-pin sockets, so if you require an adaptor please bring one with you as we will not be able to supply one.

Poster presentations

Presenters will have an opportunity to present their posters during the poster session on Tuesday 15 December.

Posters should be mounted and removed at the following time:

Mounting: 08:30 - 16:00 on Tuesday 15 December

Removal: Posters must be removed by 17:00 on Wednesday 16 December

Posters should be no larger than A0 in size, in portrait format. Fixing material will be provided. If your poster does not fit within these dimensions, we cannot guarantee it will be displayed. Although organisers will endeavour to save poster material, no guarantee can be made for posters not removed by the time stated above.

Programme

Please refer to the website at <http://samm.iopconfs.org/376283> for the latest conference programme.

Local information

Facilities

The nearest ATM is situated at Portland Building (reference point 15 on the campus map), University of Nottingham.

The University is well served with banks and retail outlets on campus, including a pharmacy, cafes and restaurants.

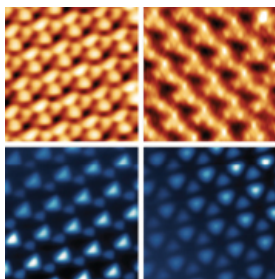
Currency

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.



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Health and safety

Safety and emergency procedures

In the unlikely event of a fire, an alarm will sound. Please evacuate the building immediately and assemble outside the front entrance of the building. Emergency exits are well sign posted. Do not enter the building until instructed to do so by a member of staff or the fire brigade. There are no fire alarm tests scheduled during the conference.

Smoking

In accordance with government legislation smoking is not permitted in any building, temporary enclosed structure or substantially enclosed space outside of buildings. Delegates are able to smoke outdoors in open areas at least 10m away from entrances, windows and other openings into University buildings.

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.

Should first aid be required and you are unable to find a member of staff, please contact Occupational Health on +44 (0) 115 9249 924 during the hours of 08:30-16:30.

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.

Some medicines are available over the counter from pharmacists. For medical advice, try NHS by telephone on 111 (24-hour within the UK) or visit the website at <http://www.nhs.uk/>. Reciprocal arrangements with the UK allow residents of some countries to receive free emergency medical treatment. Most doctors' surgeries have a daily drop in hour or go to the Accident and Emergency department at a hospital for emergency treatment.

Behaviour and conduct

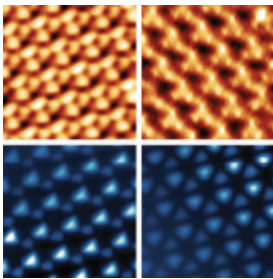
The Institute of Physics and the University of Nottingham reserves the right to charge in full for loss or damage to buildings and property.

Tourist information

Nottinghamshire's heritage is rich and varied. Their heroes are legendary and their innovations have helped change the world. You can explore the woodlands and parkland that inspired DH Lawrence and Lord Byron, follow in the footsteps of the legendary Robin Hood, or discover more about the influential Pilgrim Fathers.

Nottingham was designated as a Science City in 2005 in recognition of its rich scientific heritage, industrial base and role as a leading research centre. Having two universities the city certainly is a capital for learning.

- **Nottingham Castle** - Situated on a high rock, Nottingham Castle commands spectacular views over the city and once rivalled the great castles of Windsor and the Tower of London. Its history is chequered with sieges, murders and intrigue. Award-winning cave tours tell this history and take you down into the passageways and tunnels beneath the building. For more information about admission fees and tours, please visit: www.nottinghamcastle.org.uk
- **City of Caves** - Discover a hidden world beneath your feet underneath the streets of Nottingham. You will be taken on an archaeological journey under the cobbles of some of Nottingham's most famous streets and up



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through Drury Hill. Discover how Nottingham dwellers once lived and learn about their journey through the ages. For more information, please visit: www.cityofcaves.com

- **Galleries of Justice Museum** - England's history of Crime and Punishment is a shocking one. As are the sinister and grim stories of Nottingham's own outlaws which are brought to life in the building where they were judged, imprisoned and executed. The only museum of its kind in Europe, home to the Villainous Sheriff of Nottingham and the only venue where you can discover Nottingham's horrible history! For more information, please visit: www.galleriesofjustice.org.uk
- **Wollaton Hall and Park** - Built between 1580 and 1588, the stunning Wollaton Hall is now a prominent Grade One listed building, housing the city's Natural History Museum along with reconstructed room settings. Standing on a natural hill three miles west of Nottingham City Centre, Wollaton Hall is set in five hundred acres of spectacular gardens and parkland. The hall was used as the setting for Wayne Manor in the 2012 Batman film, Dark Knight Rises. For more information, please visit: www.wollatonhall.co.uk
- **Shopping** - Venture into the heart of the city of Nottingham with its shopping centres, high-end arcades and Derby Road with its stretch of boutique shops, you will be blown away with the choice. Nottinghamshire also has an antiques and vintage scene, with shops tucked away on its many streets selling unique gifts and curios to capture the imagination. Information about shopping areas in Nottinghamshire can be found at: www.experiencenottinghamshire.com/nottinghamshire-shopping

For information on Nottinghamshire, visit the tourist board at www.experiencenottinghamshire.com

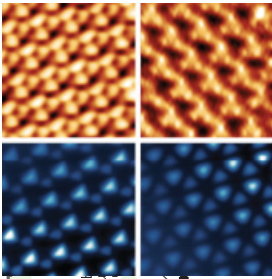
The Nottingham Tourism Centre is situated on Smithy Row, Nottingham, Nottinghamshire, NG1 2BY and is open Monday-Saturday 09:30-17:30, Sunday 11:00-17:00.

IOP Membership

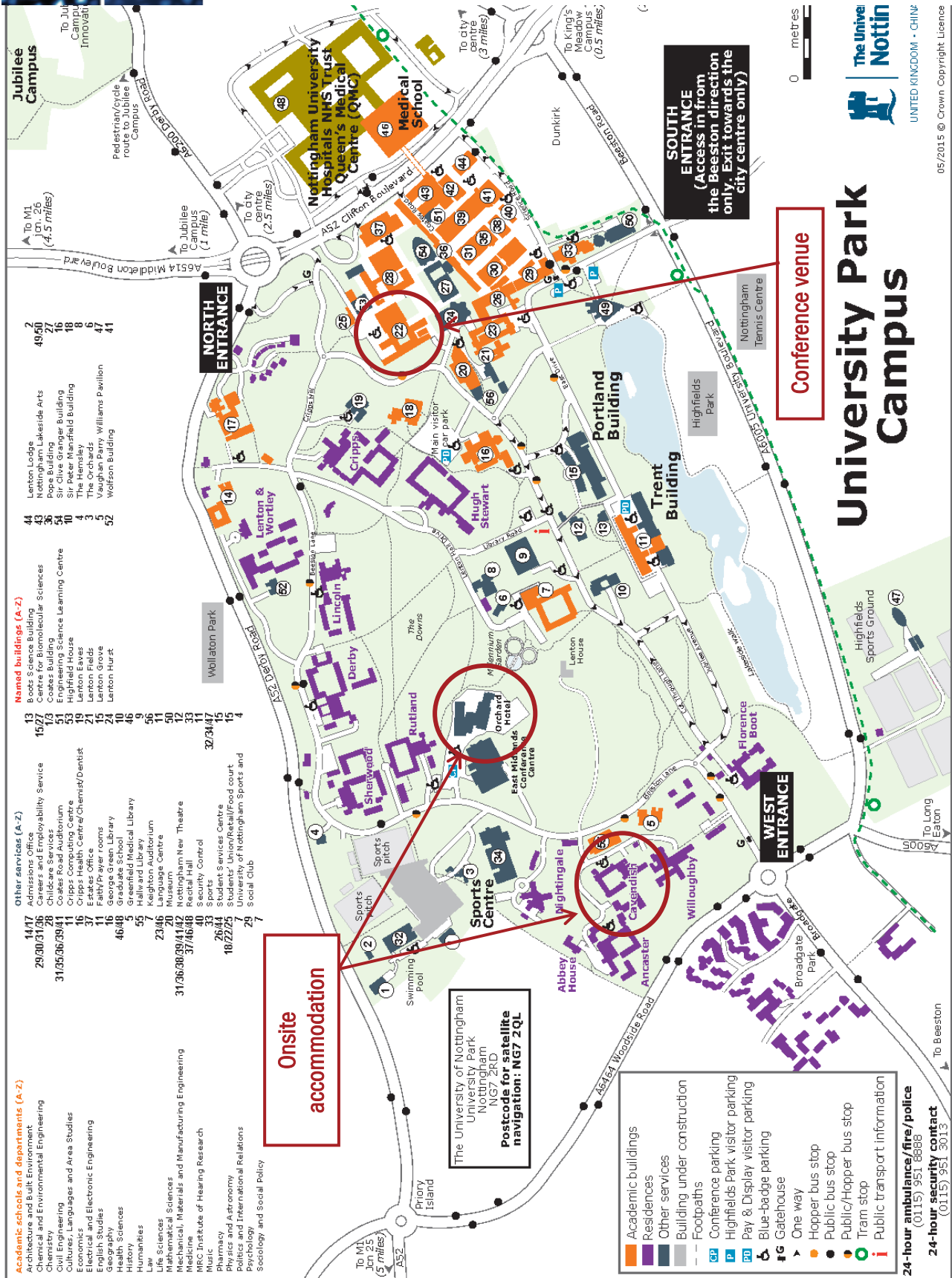
Non-member registrants attending this conference will automatically become affiliate members of the Institute of Physics for 12 months and will receive copies of Physics World. As an affiliate member you will be entitled to attend all conferences at the members' rate for the period of your membership and to use MyIOP - the member-only network.

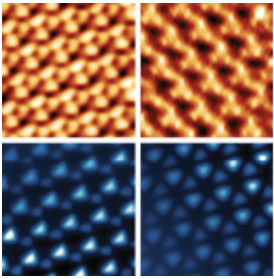
Full details will be sent to you after the conference. In order to take advantage of this affiliate membership, payment for the conference registration fee must be received in accordance with our payment terms.

Membership of the Institute of Physics is open to all those with an interest in Physics. For further information, please visit <http://members.iop.org> or email membership@iop.org.

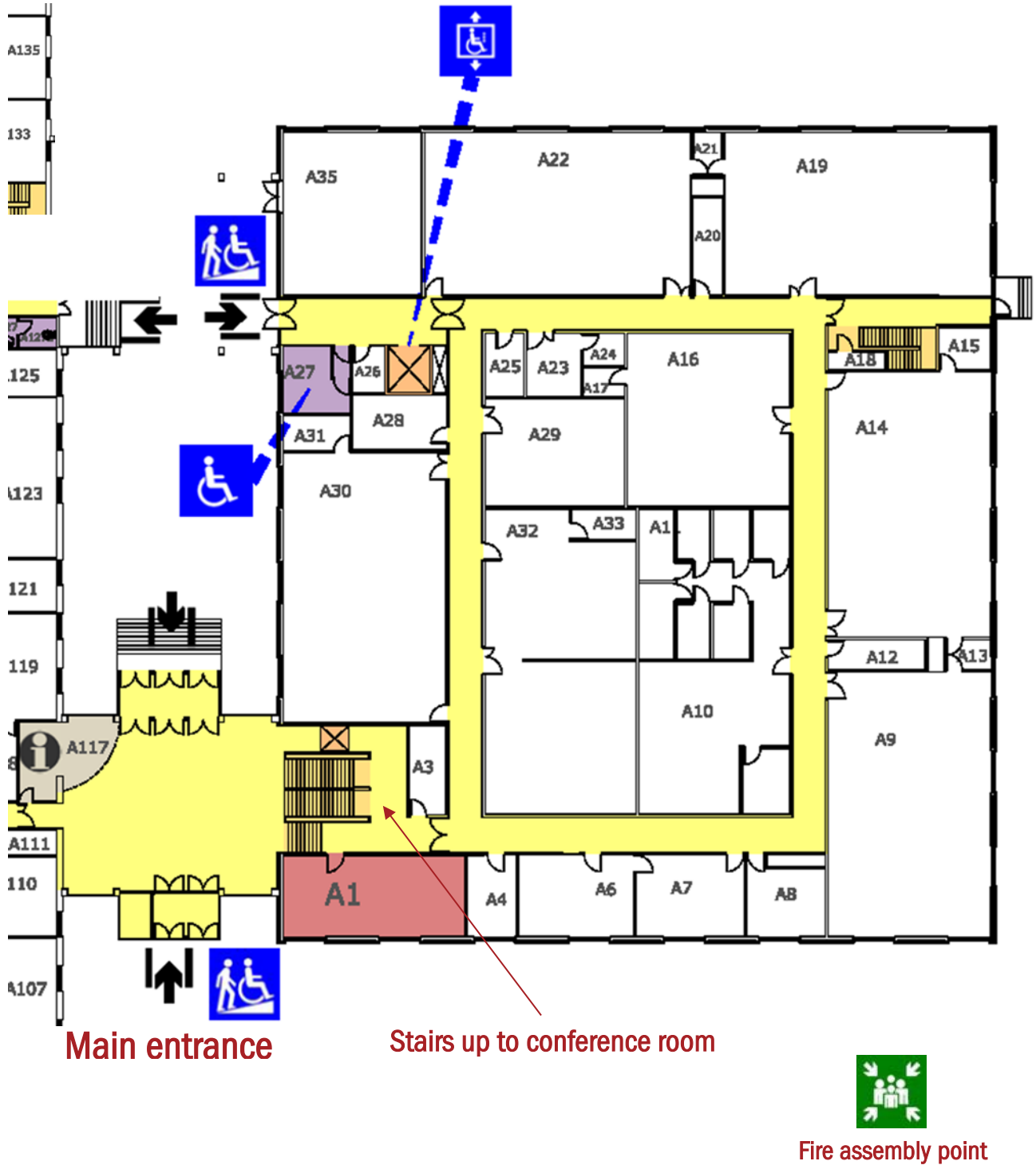


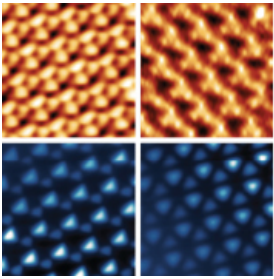
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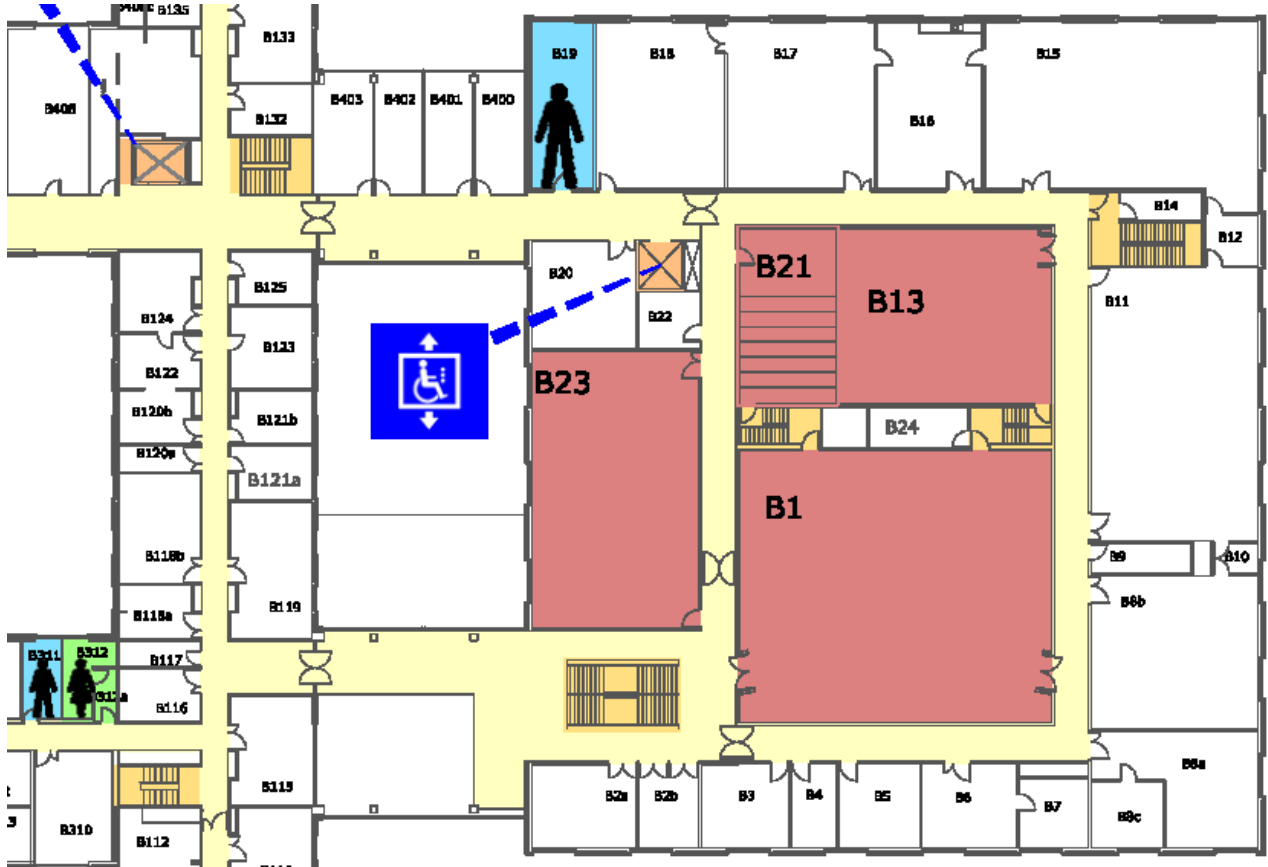


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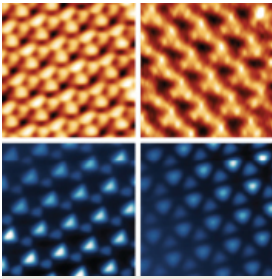


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Conference room
(B23)

Stairs down to main entrance



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