

PRACTICAL INFORMATION

Web address for The OR Society conference pages – www.theorsociety.com/OR58
Telephone the OR Society at: +44 (0)121 233 9300

Web address for University of Portsmouth, Portsmouth, Portland Street, Portsmouth PO1 3AH
<http://www.port.ac.uk/maps-and-directions/#directions>

Portsmouth Contact details

Web address: www.eventportsmouth.co.uk Email: reservations@port.ac.uk
Tel: 023 9284 4884 Mon-Fri 09:00 – 16:00

Emergency/out of hours: Emergency Only – 07801 839165

Security

Security staff are on duty 24hrs a day should you require assistance. If there is an emergency on campus please call the dedicated security line 023 9284 3333. Never leave rooms unlocked or property unattended at any time. For **non-urgent issues** contact the Conference Office on 023 9284 4884

Fire Regulations

Fire instructions (including evacuation areas) are clearly displayed in each building. Staff will be around to assist in an evacuation if the alarm is sounded.

Conference

All sessions are in the Dennis Sciamia building. All Plenary sessions are in the Richmond Building LT Floor 1

Wi-fi

All session rooms and communal areas have free high speed Wi-Fi access.

Delegates will be provided with log in details when they register at the conference desk or check into the University accommodation. The same wifi log in username will work in all University buildings including the accommodation.

Conference registration is in the Dennis Sciamia Building: -

Tues 06 Sept 08:00 – 18:00
Wed 07 Sept 08:00 – 16:00
Thur 08 Sept 08:00 – 16:00

Proceedings open with a welcoming address from the Co-Chairs and the Pro-Vice Chancellor at 09:00 on Tuesday 6 September 2016 and conclude at 16:45 on Thursday 08 September 2016.

Notes for Speakers / Stream Chairs

For Speakers:

- Please be familiar with the time and location of your talk and stream.
- Arrive at the location of your talk 10 mins prior to the scheduled start time.
- Introduce yourself to the chair of the session / stream organiser.
- With the help of the chair, familiarise yourself with the equipment in the room and how to connect your laptop. Presenters should bring a laptop with them as it is very expensive to hire one.
- Talks are strictly 20 mins long with 5 mins for questions & answers (except for Keynote/Tutorial presentations)
- The stream chair will give indications of time remaining.

- You are encouraged to also bring your presentation on a USB stick or CD/DVD as a backup.

For Stream Chairs

- Arrive at the appropriate seminar room 10 mins before the start of the stream session.
- Familiarise yourself with the equipment in the room, including how to connect laptops to the projector.
- Introduce yourself to your speakers.
- Remind the audience to switch off all mobile devices and that photography is not allowed without the prior permission of the speaker.
- Introduce each presentation (just the paper title and name of the presenting author).
- Your main role will be to ensure that the stream runs to time. Each talk (except keynotes and tutorials) is scheduled for 20 mins plus 5 mins for Q&A. There is a 5 mins break to allow movement of delegates between stream rooms.

Equipment

Equipment in each presentation room will include a computer, Data Projector, Screen, flip charts or white boards. A computer is provided in each session room for the speaker, however we also advise delegates to please bring their own.

Messages/Announcements

All timetable announcements as well as messages for delegates will be displayed on a notice board in the foyer of the Dennis Sciama building. Please make sure that you check regularly for any new information.

Accommodation

All accommodation is at Rees Hall, several minutes' walk from Portsmouth University.

Address: Southsea Terrace, Southsea, Portsmouth, PO5 3AP.

Tel: +44 023 9284 4884 Web: www.eventportsmouth.co.uk

Check In and Room Keys

Delegates can check into their accommodation at any time on their day of arrival. Check in is at the reception at Rees Hall.

For accommodation queries please call the conference office on 023 9284 4884.

Guests are required to check out by 10am on the day of departure, and keys should be handed to the reception desk at Rees Hall.

For guests that need to store luggage, either on arrival or departure day, this can be done at both Rees Hall and the conference venue at Dennis Sciama Building. Luggage should be collected by 6.30pm.

Accommodation Facilities

There is a strict no smoking policy at Rees Hall.

All of the bedrooms are well equipped and accommodation comprises of:

- A welcome tray and complementary toiletry pack
- Full linen, including towels with rooms serviced daily
- All bedrooms are en-suite.
- All areas have access to Laundry Facilities
- Tea and coffee making facilities in each room
- Bar (from 5.00pm to 11.00pm)
- Wi-fi access

Laundry Facilities

Should you require laundry facilities, there is a laundry located in Rees Hall. This includes washing machines, dryers, irons and boards.

You are advised to bring some cash for drinks and sundry items. Individual room accounts cannot be set up.

Meals and Drinks

If you have booked accommodation and/or an evening meal as a separate option:

- If you have not already done so, please inform us of any special dietary requirements.
- Breakfast each day will be served in Rees Hall from 07:30-09:30
- Monday evening cash bar will be available in Rees Hall from 17:00
- Monday evening meal will be served in Rees Hall from 19:00-20:30
- Monday evening, Giant Jenga, Connect 4 games and more will be available.

Other meals and drinks information is as follows:

- All daytime refreshments and lunches for delegates will be in the Dennis Sciama building.

Tuesday	Cash Bar	18:00 – Midnight	The Third Space (Union Bldg) ground and second floor, all evening.
	Dinner	19:00 – 20:30	Bar Quiz Night!
	Evening Social	21:00 – 23:30	
Wednesday	Breakfast	07:30 – 09:30	Rees Hall
	Drinks Reception	17:45 – 18:15	MAI attendees - Dennis Sciama Bldg <i>Sponsored by University of Portsmouth</i>
	Drinks Reception	19:00 – 19:45	Boathouse 4, Historic Dockyard For all delegates <i>Sponsored by Polaris Consulting Ltd and the University of Portsmouth Mathematics Dept.</i>
	Gala Dinner	20:00 – 21:30	Boathouse 7, Historic Dockyard (For those that booked this) Please bring your ticket with you.
	Cash Bar + Dancing	21:30 – Midnight	Boathouse 7, Historic Dockyard
	Dancing to a band so bring your dancing shoes and lots of energy! Clothing - smart casual dancing gear!		
	Not dancing? A quieter area is available in Boathouse 7		
Thursday	Check out	10:00 latest	Keys to Rees Hall reception desk
	Luggage store		Rees Hall and Dennis Sciama building

Social Events

Tuesday evening will see our traditional exciting Bar Quiz in The Third Space (Union Bldg) second floor 21:00 – 23:30

A cash bar will be open from 18:00

Wednesday afternoon social trips to:

Dancing Man Brewery, Portsmouth Historic Dockyard+the Mary Rose Museum, Spice Island Guided walk+a visit to (and up!) Spinnaker Tower

Meeting point – Dennis Sciana foyer at 15:00 sharp!

Coach pick up point for the Brewery trip will be from Burnaby Terrace near to the Dennis Sciana building, at 15:00 to leaving at 15:15 sharp!

Coach will return to Rees Hall between 17:30 – 18:30.

Wednesday evening drinks receptions:

We are in the happy position of having two drinks receptions on Wednesday.

Making an Impact Day - drinks reception:

Delegates attending the Making an Impact sessions on Wednesday are invited to enjoy a glass of wine in the Dennis Sciana building at the close of day from 17:45 – 18:15

Thank you to the University of Portsmouth for sponsoring this event!

The OR Society pre-gala dinner - drinks reception:

A drinks reception for all delegates will be held in Boathouse 4 in the Historic Dockyard from 19:00 – 19:45.

Thank you to Polaris Consulting Ltd and the University of Portsmouth Mathematics department for sponsoring this event!

Wednesday evening Gala Dinner and dance:

This follows the OR Society drinks reception above and will be served in Boathouse 7 in the Historic Dockyard, followed by a lively dance. **Please bring your Gala Dinner ticket with you for entrance.**

Dinner 20:00 – 21:30

Dance 21:30 – Midnight

A quiet area is available in Boathouse 7 for non-dancers.

Taxi Numbers

- Aqua Cars – 02392 654321
- Citywide Taxis – 02392 833333

Shops on Campus or nearby

There are numerous convenience stores located close by. For information on these please ask at Rees Hall reception or the conference desk at Dennis Sciana Building.

Cashpoint

There are numerous cashpoints around the campus and the most accessible is in The Student Union Building in the centre of the campus.

Portsmouth Tourist Information Centre - <http://www.visitportsmouth.co.uk/information/contact>

Clarence Esplanade, Portsmouth, PO5 3NT

Telephone: 023 9282 6722 - Phone lines open from 9:30 - 17:00 daily

Email: vis@portsmouthcc.gov.uk

Opening Hours: Open Daily 10:00 - 17:30, last entry 17:00 April to September

Leisure Facility

Delegates can use the University's Gym. For more information please contact 023 9284 5555.