

## ORAL & POSTER PRESENTATION INFORMATION

### ORAL PRESENTATIONS: LEONARD WOLFSON AUDITORIUM

A laptop is provided from which all presentations are to be presented from. There will be a lectern microphone and a presentation clicker available. Each session has a chair person who shall introduce you and facilitate Q&As. Please approach the lectern on the stage (there are a few steps). All presenters should report to the main auditorium 15 minutes prior to the session start time to check your presentation and receive any further instructions.

Presentations should be in a 16:9 format (where possible)

The timings allocated to speakers includes time for Q&As:

- Invited Speakers: 25 minutes

- Contributed Speakers: 15 minutes

Presentations should be **uploaded to our Dropbox folder in advance** & no later than 15 minutes prior to the start of the session start time. The file name format should be: Session\_X\_First Name\_LastName – where X denotes the session number for which your presentation falls. To confirm which session you are speaking in please view the Programme [here](#).

Upload your presentation file to Dropbox here: <https://www.dropbox.com/request/RwC37D5FrWvXH2CwsqW3>  
(Please copy and paste the link.)

**We shall be live streaming the conference via a private Zoom link. The conference will **not** be recorded.**

### POSTER PRESENTATIONS: THE HALDENE ROOM

Posters should be printed at a size of A0 (841mm x 1189mm), portrait orientation.

Fixings will be provided for affixing posters to the poster boards. Blue Tac is not to be used on the Poster Boards.

You should affix your poster to the relevant board denoted by your poster number prior to the lunch break on Monday 19<sup>th</sup> September. For your poster number please see the P-XX on the Poster Index [here](#).

Posters should be removed at the conclusion of the conference on Wednesday 21<sup>st</sup> September. Any posters left on the boards after 2pm will be removed and binned by the conference organisers. We, the organisers, do not take any responsibility for the information on the posters that are removed by us.

## LOGISTICAL AND ADDITIONAL INFORMATION

### HERE TO HELP

If you have any questions at any time leading up to or during E\PCOS 2022 you can contact the conference organisers.

#### PRIMARY CONTACT

**Bart Kooi**  
Programme Committee Chair  
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**Harish Bhaskaran**  
Local Organiser Chair  
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### CONFERENCE VENUE DETAILS:

Wolfson College  
Linton Road  
Oxford  
OX2 6UD  
+44 (0) 1865 274 100

### REGISTRATION AND INFORMATION DESK

Registration shall take place in The Buttery.  
This is also an informal breakout space.

The opening times are as follows:

Sunday 18 September	14:30 – 20:00
Monday 19 September	08:00 – 18:30
Tuesday 20 September	08:30 – 19:00
Wednesday 21 September	08:00 – 14:00

### GETTING AROUND

Please visit the event website [travel page](#) for all details related to travelling to and from the conference venue.

### CAR PARKING

Please note that due to the very limited parking at Wolfson College, we advise that you do not attempt to park onsite. We strongly encourage anyone arriving by car to utilise the Park and Ride Services around the city, which allow a maximum stay of 72 hours (a car parked at 5pm on Sunday, will be ok until 5pm on the Wednesday). In particular the [Oxford Parkway Park & Ride](#) is located 15 minutes away by bus. Regular bus routes (7, S5, 2, 2A and 2B) run from just outside the Park Ride to the beginning of Linton Road.

### PROGRAMME

Please refer to the website for the most up to date [Programme](#).

### SUNDAY 18 SEPTEMBER – CULTURAL ACTIVITY

The Cultural Programme shall consist of A Tour of Oxford, starting at 2:45pm at the Department of Materials (16 Parks Road, OX1 3PH). The guided tour will take in some of the important landmarks in Oxford, detailing their significance to the city and the university. These will include the Radcliffe Square and monuments, the Divinity School and the Carfax Tower. This will be followed by an exploration of the Oxford University Museum of Natural History, concluding at 5:00pm.

The walk is on level ground and quite easy, however we suggest wearing comfortable shoes.

## **SUNDAY 18 SEPTEMBER – PROGRAMME COMMITTEE DINNER**

This is a dinner for just those that are members of the [Programme Committee](#). The dinner will take place from 8pm in The Buttery, located at Wolfson College.

## **MONDAY 19 SEPTEMBER - EVENING**

There are no dining arrangements for the evening of Monday 19 September. Only those people who have pre-requested dining at Wolfson College via the Registration process will be able to dine onsite. You will be provided with a meal ticket inside your name badge holder at registration. This ticket will give you access to the dining room on the evening. Payment is at time of purchase by debit/credit card only.

The Wolfson Dining Room will be open from 18:00 to 19:30 – with a table reserved for those attending the conference.

## **WEDNESDAY 21 SEPTEMBER - PACKED LUNCHES**

Those that have requested a packed lunch for the Wednesday will be available to collect these from The Buttery on conclusion of the presentations.

## **PHOTOGRAPHY**

Members of the Advanced Nanoscale Engineering Team will be taking photographs throughout the conference. This is for the purpose of documenting the event. The photographs will be stored by The University of Oxford, via the Advanced Nanoscale Engineering Team, and shared only with those directly associated with the E\PCOS Committee for the purpose of demonstrating the benefits, purpose and activities relating to the organisation of the symposium.

If you specifically would **not** like to be photographed please make this known to the organisers either ahead of the conference or when you register your attendance.

## **SMOKING**

Please note that smoking and vaping is allowed **only** in the designated teepee on the Harbour Lawn and in no other indoor or outdoor spaces within the grounds of Wolfson College.

## **COVID-19**

In line with the University's move to Business Continuity Planning Level 0, the University's COVID-19 restrictions have now been removed and therefore events of any size are permitted.

However, we will continue to take steps to minimise the risks of COVID-19.

- The health, safety and wellbeing of staff, students, suppliers and attendees is the priority.
- We shall take reasonable steps to mitigate the risk of transmission, in line with the [government's sector level guidance](#) and including completion of a risk assessment.
- We remind attendees not to attend if they are displaying symptoms of COVID-19 or if they have tested positive for COVID-19 in the past five days (this is the most infectious period).