DELEGATE INFORMATION

This document provides information for delegates to innoLAE 2018

1. Directions
2. Plan of the venue
3. Information for poster presenters
4. Useful information for visitors to the Wellcome Genome Campus
5. Directions to the Gala Dinner

If travelling to the venue by car (or taxi) you will need to show your parking permit on entry to the campus so please remember to print it out (last page of this document) and display at all times when on the Wellcome Genome Campus.
Location and Directions

By Car

From the South:

Leave the M11 at junction 9 (signed A11 Newmarket) and take the first exit signed A1301 towards Cambridge. From the Stump Cross roundabout system take the first left (about 800 m). At the next small roundabout follow the signpost for 'Genome Campus'.

From the North:

Leave the M11 at junction 10 (note that M11 junction 9 is restricted and only accessible from the South). Travel a mile or so (straight on at the first small roundabout) on the A505 in the direction of Saffron Walden. At the second roundabout take the third exit (signed A1301 towards Saffron Walden). Pass two turnings to Hinxton (these go to the village only), and take the next right, at a small roundabout, signposted to the Genome Campus.

Delegates need to print out and display their parking permit (see last page) and approach lane 2 on arriving at the campus entrance. Security will check delegates off and direct to the Conference Centre. For delegates arriving via taxi please provide permit for the driver for quicker access. Please keep permit displayed throughout your stay. When using the Conference Centre Car Park, please ask delegates to drive through to the coned off area, which has been specifically allocated for Conference Guests.
By train

Cambridge is on the main line from London King’s Cross. Whittlesford, Great Chesterford and Audley End stations are on the line from London Liverpool Street to Cambridge. The journey time from London is under an hour.

Please note that Whittlesford and Great Chesterford stations do not have a taxi rank or telephone. Please use either Cambridge or Audley End stations if a taxi has not been pre-booked.

TAXI COMPANIES

- Abel Cars – 01799 513313
- Walden Cabs – 01799 500500
- Caz Cars – 01223 513693
- Mid Anglia – 01223 836000
- Panther Taxis – 01223 715715
- Crocus Cars – 01799 525511
- Sawston Cabco – 01223 517008
INFORMATION FOR INNOLAE 2018 POSTER PRESENTERS

**Poster Panel Size**
Please refer to this visualisation of the poster panels to be used during innoLAE 2018. Each panel is 1 metre by 1 metre in size, which will accommodate 2 A0 size posters vertically. In order to utilize the space most efficiently, please ensure that your A0 poster is created in Portrait format: 841mm x 1189mm. Please ensure that your poster does not exceed this size and we recommend that you leave a margin of at least 3 inches (7.5 cm) around the poster.

Please note: Posters that are in a landscape format or of any other size cannot be displayed on the boards.

When preparing your poster, consider how much of your display will be visible at eye-level. Please note that there will be two poster displayed on each board.

**Poster Panel Allocation**
Each panel will be numbered and there will be a sheet with poster names and allocated numbers at the conference registration desk. Once you find your poster number, please find the corresponding panel to which to fix your poster.

**Fixing**
Posters will be affixed by push pins, which will be provided to you by the event organisers.

Please ensure that you stand by your poster(s) during break times (e.g. tea and coffee breaks) and during the Poster Reception so you are available for discussion or questions. Posters will be evaluated by the Programme Committee and the best posters will be awarded prizes at the Poster Reception.

**Set up and Session Times**
**Poster Set Up:** Tuesday 23rd January 2018, 8:00-9:00
**Poster Reception:** Tuesday 23rd January, 17:00 (time subject to change)
**Poster Take Down**: Wednesday 24th January 2017, 16:00-17:30

*Any posters remaining after the removal time will be taken down by the organisers, who accept no responsibility for loss or damage.
GENERAL GUIDELINES FOR POSTER PREPARATION

A poster should be self-contained and self-explanatory, allowing different viewers to engage with it on their own while the author is free to supplement or discuss particular points raised in inquiry. Presentations should be kept simple and clear and a mixture of text and graphics is recommended. Remember that the viewer, not the author, as in the case of slide presentations, determines the time spent at each poster.

Poster Layout/Format
Other presentation materials such as lightweight demonstrators should be mounted on the poster with sufficient fixings capable of holding your sample firmly affixed to your display. If possible, use matt finish rather than glossy paper to help reduce glare and improve readability. Arrange written material in columns rather than rows. It is easier for viewers to scan a poster by moving along it rather than by zigzagging back and forth in front of it. An introduction should be placed at the upper left and a conclusion at the lower right. The abstract does not need to be presented.

Illustrations
Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

Text
Headings should be a minimum of 50 pt font in size and 25 pt size font is suitable for text. Minimise narrative. Use large type in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.

Titles and Fonts
Titles and captions should be short and easy to read. Use large lettering as this means a number of people can read the poster from a distance without overcrowding. Remember to caption your poster with the abstract title, authors’ names and affiliations.

Acknowledgements
We would recommend and encourage you to acknowledge any funding grants for the work presented that have been obtained from public funding agencies (including from the EPSRC through the EPSRC Centre for Innovative Manufacturing in Large-Area Electronics).

If you have any questions, please contact the conference organisers at: info@largeareaelectronics.org
Practical information for visitors to the Wellcome Genome Campus

ARRIVING ON CAMPUS

The Campus operates a range of security measures including traffic control barriers at the entrance to Campus. Event organisers will collect drivers’ details and issue parking permits to delegates who are driving, allowing you to pass through the barriers when you give your name, and give you access to the Conference Centre car park for the duration of the event you are attending.

Visitors arriving by taxi or foot will need to show conference registration documentation at the security kiosk by the barriers, and the taxi will then drive down to the Conference Centre reception.

ACCOMMODATION

The available onsite accommodation facilities comprise modern and comfortable single, twin, double, triple and disabled-access rooms, all set within a quiet and tranquil environment.

Bedrooms are set up to allow delegates to work comfortably in their rooms, with large desks, Wi-Fi, and media hubs.

Every room has:

- free Wi-Fi
- tea and coffee making facilities
- iron and ironing board
- hairdryer
- TV/Plasma screen
- media hub

Rooms may be booked online, by phoning +44 (0)1223 49500 or email conference.reception@wellcomegenomecampus.org

Standard check-in time is 2pm; we will do our best to accommodate early check-in requests. Check out is at 10am.

WI-FI

There is free Wi-Fi internet access across Campus. To use Wi-Fi please connect to the ‘Conference Guest’ network. Follow the instructions on screen to get 18 hours free Wi-Fi access. You will need to repeat this process on each separate device you wish to use.
EATING ON CAMPUS

Breakfast is served in the Hinxton Hall Restaurant
Monday – Friday: 7.30am-9.00am

The Conference Centre restaurant is only open when there is an event on. If the restaurant is closed, you can either order a Supper Tray from Reception ahead of your stay (phone reception on 01223 495000), or eat out.

The Graham Cameron Bar in Hinxton Hall is open for Conference Centre residents from 6pm. serving a selection of beers, wines, cocktails as well as bar snacks, perfect for an evening in or late arrivals.

EATING OFF CAMPUS

If you would like to eat locally off Campus or go for evening drinks, the Red Lion in Hinxton, is just a few minutes walk from the Conference Centre. Hinxton village is signposted outside the Conference Centre: If you are standing outside the Conference Centre Reception facing the Hall, turn left and follow the road to the gate. Ring the intercom bell, and security will let you out. Cross over the road, down Hinxton High Street, and you’ll see the pub 150 meters down on your right. Telephone for reservations: 01799 530601.

TAXI INFORMATION

If you wish to leave Campus and do not have transport, taxi is the best form of transport. Local taxi companies

- Abel Cars – 01799 513313
- Walden Cabs – 01799 500500
- Caz Cars – 01223 513693
- Mid Anglia – 01223 836000
- Panther Taxis – 01223 715715
- Crocus Cars – 01799 525511
- Sawston Cabco – 01223 517008

CONTACTING RECEPTION

If you need any assistance or information regarding your stay, or in case of an emergency, please phone the Conference Centre Reception from your room on 5000

NO SMOKING POLICY

We operate a no-smoking policy in all campus buildings, including bedrooms.

EMERGENCY

In an emergency, please contact reception (ext 5000), or the security line (ext 3333).
Accommodation Options

A number of rooms are available for innoLAЕ 2018 delegates at the conference venue. Room prices per night:

- Single occupancy B&B: £77.35 +VAT
- Double occupancy B&B: £93.60 +VAT

Please book early to avoid disappointment. To book your room, contact the Conference Centre directly:

Tel: +44(0) 1223 495 000
Email: conference.reception@wellcomegenomecampus.org

Off-site accommodation options

Red Lion Inn, Hinxton
32 High Street
Hinxton
Cambridge CB10 1QY
Tel: +44(0) 1799 530601
Email: info@redlionhinxton.co.uk
Web: http://redlionhinxton.co.uk/
Prices start at £99.00 per night

The Crown House Hotel
Great Chesterford
Saffron Walden CB10 1NY
Tel: +44(0) 1799 530515
Email: reservations@crownhousehotel.com
Web: www.crownhousehotel.com
Prices start at £79.50 per night.

Duxford Lodge Hotel
Ickleton Rd, Duxford
Cambridge CB22 4RT
Tel: +44(0) 1223 836444
Fax: +44(0) 1223 837576
Email: eventsmgr@redlionwhittlesfordbridge.com
Web: www.redlionwhittlesfordbridge.com
Prices start at £69.00 per night.

The Red Lion, Whittlesford Bridge
Station Road East
Whittlesford Bridge
Cambridge CB22 4NL (CB22 4WL for satnav)
Tel: +44(0) 1223 832047 or 832115
Fax: +44(0) 1223 837576
Email: eventsmgr@redlionwhittlesfordbridge.com
Web: www.redlionwhittlesfordbridge.com
Prices start at £69.00 per night.

The John Barleycorn Inn
Moorfield Road, Duxford
Cambridge CB22 4PP
Tel: +44(0) 1223 832699
Email: reservations@crownhousehotel.com
Web: www.crownhousehotel.com
Prices start at £85.00 per night.

Holiday Inn Express, Cambridge-Duxford
42 Station Rd East
Whittlesford Bridge
Cambridge CB22 4NL
Tel: +44(0) 1223 497070
Email: reception@hiexpresscambridgeduxford.co.uk
Prices start at £75.84 per night.

Travelodge Fourwentways
A11 Fourwentways
Cambridge CB21 6AP
Tel: +44(0) 871 984 6019
Web: https://www.travelodge.co.uk/hotels/19/Cambridge-Fourwentways-hotel
Prices start at £60.00 per night.

Note: Limited free parking is available at this hotel on a first come first served basis.

Google map

Click here to access a Google map showing these hotels and their proximity to the conference venue. Also shown are the two train stations near the venue.
Gala Dinner Downing College

innoLAE 2018 Gala Dinner
If you have booked to attend the gala dinner, coaches will leave from the conference centre at approx 7pm and return from Downing College at approx 10 pm.

If you are driving yourself there is nearby parking in the Queen Anne Terrace or Grand Arcade car parks
Dining Hall - innoLAE Gala dinner

**EAST RANGE**
(R Staircase)

1. **OFFICES** (B Staircase)
   - Bursary
   - Catering Managers
   - College Accountant
   - Human Resources
   - Tutorial and Admissions

2. Level Entrance to A, B & C Staircases
3. Development Office
4. College Office

Staircase Letter ________ Room Number ________

**WEST RANGE**

5. Conference Services Office
6. Chapel
7. Singer Building
8. Gym

Porters Lodge 01223 334800

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