15th Anglo-French Physical Acoustics Conference

13 – 15 January 2016
Selsdon Park Hotel, Surrey, UK

Organised by the IOP Physical Acoustics Group

http://afpac16.iopconfs.org
Contact information
Please read this handbook in preparation for the event as it includes all the information you will need while onsite at the conference. If you have any questions or require further information, please contact the conference organiser Dawn Stewart or the conferences team. During the conference, Dawn Stewart plus another member of the conferences team will be onsite throughout the event to answer any questions.

Dawn Stewart
Conference organiser
Institute of Physics
Email: dawn.stewart@iop.org
Tel: +44 (0)20 7470 4910
Mobile: +44 (0)79171 81183

Conferences team
E-mail: conferences@iop.org
Tel: +44 (0)20 7470 4800

Organising committee
Dr Pierre Gélat, University College London, UK
Dr Alain Lhémery, CEA, France
Professor Nader Saffari, University College London, 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, The Selsdon Park Hotel and their approved representatives cannot take responsibility for any accident, loss or damage to participants or their property during the conference.
Venue
The conference will be held at The Selsdon Park Hotel. The lectures will be held in the Sir Edward Heath room. Refreshments will take place in the terrace coffee area and lunch will be served in the restaurant. On-site accommodation for residential delegates is located in Selsdon Park Hotel. A full map can be found in this handbook.

Venue address
Selsdon Park Hotel and Golf Club
126 Addington Road
Sanderstead
Surrey
CR2 8YA
Tel: +44 (0) 208 657 8811

For information about the venue, please visit their website: www.ph-hotels.com/selsdonpark

Tourist information
Surrey is England’s most wooded county and is home to some of England’s finest landscapes. With stunning panoramic views and rolling hills, Surrey really is quintessential England. Located in South East England, Surrey offers a variety of historic town and picturesque villages as well as stunning gardens and stately homes for you to explore. Surrey has some of the best attractions in the South East, including, Denbies Wine Estate in Dorking which is England’s largest single estate vineyard with 265 acres of vine and Hampton Court Palace, a visit to the Palace promises a journey back through 500 years of royal history. Apart from the Palace itself and its gardens, other points of interest for visitors include the celebrated maze.

For more information, please visit the Surrey Visitor Information Centre at http://www.visitsurrey.com/

Travel
Travel to Surrey
Selsdon Park Hotel is close to South and East Croydon Stations and a short drive from both Gatwick and Heathrow International airports. East Croydon station is 3.7 miles from the hotel, while central London is 13 miles away.

A location map for Selsdon Park Hotel can be found online http://www.selsdonparkcroydon.co.uk/location/

By air
Nearest airport: Gatwick International airport
25 minutes from Gatwick International airport
Two other airports are also within easy reach:
• 45 minutes from Heathrow International Airport
• 40 minutes from London City Airport

By train
Nearest station: East Croydon station
Selsdon Park is easily reached from four mainline stations including East Croydon which is 3.7 miles away, and 12 minutes direct to London Victoria station. For information contact National Rail Enquiries (tel: +44 (0)8457 484950).
By car
Satellite navigation co-ordinates: 51.339008, -0.061664 (post code CR2 8YA)

- At Junction 6 on the M25, take the A22 exit to Godstone/Caterham/Westerham/A25
- At Godstone Interchange, take the 1st exit onto Godstone Hill/A22 leading to London /Croydon/Caterham. Continue to follow A22
- Continue along the Caterham bypass until you come to a large round about (Anne Summers) and take the 3rd exit and follow signs A22 towards Whyteleaf/Croydon
- Continue to mini roundabout and take 3rd exit up the hill and under the bridge onto B270
- Turn left onto the B264 towards Croydon onto Tithepit Shaw Lane
- At the top of the road follow the right hand bend and continue to the end, turning left onto Limpsfield Road (B269)
- Follow the road straight, going over mini roundabouts and passing Waitrose on your right until you come to a large round about
- Take the 3rd Exit onto Addington Road (A2022)
- Selsdon Park is on the right opposite Upper Selsdon Road, indicate right prior to the traffic lights

Car parking
Parking at the hotel is free for guests of the hotel and conference delegates.

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

By taxi
A journey by taxi from the railway station to Selsdon Park will take approximately 20 minutes. There is a taxi rank outside the station. Travelling by taxi or minicab is generally very safe, but it is important to take sensible precautions, like making sure the vehicle is licensed.

Taxi company;
Station Car Purley: +44 (0)208 660 6000

Shuttle Bus
The hotel can provide a courtesy bus from and to the local train station; please note that the mini bus must be booked in advance. To book your seat, please contact the hotel direct stating the title of the conference. If you arrive without booking, you will not be guaranteed a seat on the minibus. The schedule pickup times and contact details are as follows;

COURTESY BUS SCHEDULE
Contact this number to book your seat: +44(0)208 657 8811

<table>
<thead>
<tr>
<th>Selsdon Park Hotel to East Croydon</th>
<th>East Croydon to Selsdon Park Hotel</th>
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<tr>
<td>7.30am</td>
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BUS T33 OR 64 TO SELSDON
Visas
Citizens of the European Union do not need a visa to enter Britain. If you are from any other country, please find out about visa requirements before your travel by visiting http://ukvisas.gov.uk

Registration
Registration will take place on Wednesday morning in the Foyer at Selsdon Park Hotel. Times are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>Wednesday 13 January</td>
<td>09:00 – 17:30</td>
<td>Hotel Foyer</td>
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<tr>
<td>Thursday 14 January</td>
<td>08:30 – 19:00</td>
<td>Hotel Foyer</td>
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<tr>
<td>Friday 15 January</td>
<td>08:30 – 14:00</td>
<td>Hotel Foyer</td>
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Please note that during lunch times the registration desk may be unmanned for a short period of time.

On arrival, each participant will receive a delegate pack containing a pen and pad, a programme and a name badge. Please wear your badge at all times because this will help with security and enable you to identify your fellow delegates. Replacement badges can be issued at the registration desk. On your departure, please return your badge to the registration desk so that it can be recycled.

Messages
A message board will be placed near the registration desk. Participants should check the board for messages as an attempt to locate participants will only be made in the case of an emergency. During registration times, messages can be left by email to dawn.stewart@iop.org or by telephone to +44 (0)7917 1811 83

Hotel facilities

Internet
WiFi access is available in most areas of the hotel. Please note that you will be allocated one password to use for the entirety of the conference. You will be given a password upon arrival.

Cloakroom
There will be a cloakroom available for luggage storage. Please note that these areas are not secure. All goods left in these areas are left at the owner’s risk and neither the IOP nor the Selsdon Park Hotel accept any liability for any loss or damage to personal goods.

Public telephones
Please note that there is no public telephone in Selsdon Park Hotel.
Prayer room
Anyone wishing to use the prayer room should make a request to the IOP registration desk and the Hotel staff will direct delegates to the appropriate area.

Banking facilities
The nearest ATM is available in Sainsbury’s supermarket, which is situated about 10 minute walk from Selsdon Park Hotel.

Catering
One day fee delegates – catering includes lunch and refreshments on Wednesday 13 January.
Full fee delegates – catering includes refreshments, lunch, evening meal and conference dinner and are served at set times during the conference programme. Lunch and evening dinner will take place in the Hotel Restaurant for residential delegates only. Breakfast each morning will take place at 07.00 to 09.30 in the Restaurant.

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<tr>
<th>Wednesday 13 January</th>
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<tr>
<td>Morning refreshments</td>
<td>11:00 – 11:30</td>
<td>Terrace coffee area</td>
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<tr>
<td>Lunch</td>
<td>12:30 – 13:20</td>
<td>Restaurant</td>
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<tr>
<td>Refreshments</td>
<td>15:24 – 16:00</td>
<td>Terrace coffee area</td>
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<tr>
<td>Dinner (residential delegates only)</td>
<td>19:00</td>
<td>Restaurant</td>
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<th>Thursday 14 January</th>
<th>Times</th>
<th>Location</th>
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<tr>
<td>Breakfast (residential delegates only)</td>
<td>07:00 - 09:30</td>
<td>Restaurant</td>
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<tr>
<td>Morning break</td>
<td>10:30 – 11:00</td>
<td>Terrace coffee area</td>
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<tr>
<td>Lunch</td>
<td>12:24 – 13:45</td>
<td>Restaurant</td>
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<tr>
<td>Afternoon break</td>
<td>15:27 – 15:45</td>
<td>Terrace coffee area</td>
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<tr>
<td>Conference dinner</td>
<td>19:30</td>
<td>Restaurant</td>
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Dietary requirements
Participants with special dietary requirements are asked to notify the conference office by e-mail prior to their arrival if they have not already done so when registering. Those with special dietary requirements other than vegetarian are asked to make themselves known to the catering team. It will not be possible to provide an alternative menu unless prior notification has been received.

Please note following statement from The Selsdon Park Hotel centre catering supplier, ALLERGEN POLICY STATEMENT
The Selsdon Park Hotel takes the issue of food allergies very seriously. We have always strived to ensure our guests with special dietary requirements are well catered for with foods that are safe for them to eat. In line with new regulations that came into force in December 2014 we have introduced additional controls. We are required to provide information about the content of food produced on our premises with particular regard to 14 recognised Allergens and make this available to customers.
**Social programme**

**Thursday 14 January - 19:00** - The conference dinner will take place at Selsdon Park hotel. Dinner will commence at 19.30. There will be a drink’s reception at 19:00. The conference dinner is included within the full registration fee. If you are unable to attend the dinner can you please notify Dawn Stewart by email: dawn.stewart@iop.org

**Information for presenters**

**Oral presentations**

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

- Data projector
- PC with PowerPoint facilities (Office XP and Windows XP)
- Laser pointer

Speakers wishing to use additional audio-visual equipment or intending to present from a Macintosh computer are asked to contact Dawn Stewart dawn.stewart@iop.org before the conference.

**Presentations**

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 lecture theatre. Speakers should save their presentation into the appropriate pre-named session folders pre-set on the desktop and files should be saved by speakers surname and initial. 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.

The lecture theatre is reasonably large, and speakers should use a minimum 15-point font size in PowerPoint slides to ensure legibility.

**Presenters are asked to prepare their talks to match the allocated times which will be rigidly enforced.**

**Scientific programme**

Please refer to the Anglo-French Physical Acoustics Conference website at afpac2016.iopconfs.org for the latest programme. A printed copy of the programme will be available on arrival.

**Safety and security**

**Personal property**

Selsdon Park Hotel and the Institute of Physics do not accept responsibility for the loss of or damage to personal property. Visitors are advised to keep personal possessions with them, when out and about.

**Evacuation policy**

The procedure on hearing the fire alarm, or on discovering a fire, is to vacate the building by the quickest and safest route, and report to the assembly point. Residents should never use fire safety equipment to fight the fire - it is installed for use by trained members of Selsdon Park Hotel staff who will be in attendance in the event of an
alarm. Guests and staff should not re-enter the building until the Fire Service or Security team confirms that it is safe to do so.

**First aid**
If an ambulance is required whilst you are in the hotel dial 999 from any telephone to contact the Hotel Security. They will call an ambulance to assist with the correct location at the hotel. The nearest Accident & Emergency Department is May Day Hospital.

**Security**
Staff is on duty 24-hours a day, 7-days a week. Should an accident, theft or other incident occur on the Hotel premises, it must be reported without delay to the hotel reception or to the security staff.

**Smoking**
In accordance with government legislation smoking is not permitted in any part of the hotel.

**Behavior and conduct**
The Institute of Physics and Selsdon Park hotel, reserve the right to charge in full for loss or damage to the hotel.

**General information**
Britain’s currency - pound sterling (£) - see [www.xe.com](http://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.

**Accommodation**

Selsdon Park Hotel and Golf Club
126 Addington Road
Sanderstead
Surrey
CR2 8YA
Tel: +44 (0) 208 657 8811
[www.ph-hotels.com/selsdonpark](http://www.ph-hotels.com/selsdonpark)

En-suite single accommodation from 13–14 January is included in the 'residential' registration fee. If you have any special accommodation requirements please e-mail dawn.stewart@iop.org
If you require any additional night’s stay, please contact the hotel directly on +44 (0)208 657 8811 - OPTION 2 for availability.

**Bedrooms**
Each room will be equipped with shower facilities, tea/coffee making facilities, remote control television, telephone, trouser press and a hairdryer.
**15th Anglo-French Physical Acoustics Conference**

**Arrival**
Check-in at the hotel is from **17:00 on Wednesday 13 January**. Room keys should be collected from the front reception (open 24 hours). There will be a storage area for luggage. For emergencies there is a 24 hour onsite Security team.

**Departure**
Check-out is by **11:00 on Friday 15 January**. Keys should be returned to the reception. **There will be a charge if you do not return your keys by 11:00.**

**Breakfast and dinner**
Breakfast and dinner is included in the full registration fee. Breakfast will be served in the Restaurant at 07:00 – 09:30 each morning. Dinner on Wednesday 13 January will be served at 19:00. On Thursday 14 January dinner will be served at 19:30.

**Internet access**
You will need a username and password - available from the Reception or IOP Registration Desk.

**Gym and sports facilities**
The leisure facilities include an indoor pool, gymnasium and tennis court. Selsdon Park Hotel and Golf club offers an 18 Holes PGA Championship Golf Course, the cost for the golf is **£25.00** per person. To book to play golf you need to contact the hotel front reception desk.

**Smoking**
The bedrooms are strictly no smoking and a charge from **£100.00** upwards will be levied to cover additional cleaning costs required to ensure the room is acceptable for the next guest.

**Shops**
There is a supermarket and newsagent within a short distance of the hotel.

**Security**
Selsdon Park Hotel and the Institute of Physics do not accept responsibility for the loss of or damage to personal property. Visitors are advised to keep their bedrooms locked at all times, even if they are just popping out for a few minutes, and keep personal possessions with them.
Location map
FORTHCOMING INSTITUTE CONFERENCES
JANUARY 2016 – SEPTEMBER 2017

2016

6–7 January
Topical Research Meeting: Physical Principles of Biological and Active Systems
University of Edinburgh, Edinburgh, UK
Organised by the Institute of Physics and the Higgs Centre for Theoretical Physics

13–15 January
15th Anglo-French Physical Acoustics Conference
Selsdon Park Hotel, Surrey, UK
Organised by the IOP Physical Acoustics Group

13–15 January
The XXVII International Conference on Neutrino Physics and Astrophysics
Royal Geographical Society, London, UK
Organised by the Institute of Physics and Imperial College London

21–23 March
Joint Annual HEPP and APP Conference
University of Sussex, Brighton, UK
Organised by the IOP Astroparticle Physics and High Energy Particle Physics groups

4–5 April
Magnetism 2016
Cutters Hall, Sheffield, UK
Organised by the IOP Magnetism Group

6–8 April
The Physics of Soft and Biological Matter “Solutions in the Spring”
Homerton College, Cambridge, UK
Organised by the IOP Liquids and Complex Fluids Group

7–8 April
EMAG 2016
Durham University, Durham, UK
Organised by the IOP Electron Microscopy and Analysis Group

23–26 May
43rd IOP Plasma Physics Conference
Sabhal Mor Ostaig, Isle of Skye, UK
Organised by the IOP Plasma Physics Group

29 May – 3 June
New Models in Hydrocodes (PETER) 2016
Le Grand Large, Saint Malo, France
Organised by the IOP Shock Waves and Extreme Conditions Group

3–6 July
EUFoam 2016
Trinity College Dublin, Dublin, Ireland
Organised by the IOP Liquids and Complex Fluids Group

3–9 July
The XXVII International Conference on Neutrino Physics and Astrophysics
Royal Geographical Society, London, UK
Organised by the Institute of Physics and Imperial College London

25–29 July
19th International Conference on Non-Contact Atomic Force Microscopy
East Midlands Conference Centre, Nottingham, UK
Organised by the IOP Nanoscale Physics and Technology Group

1–4 August
Summer School on nanoScience®Surfaces
University of Cambridge, Cambridge, UK
Organised by the IOP Thin Films and Surfaces Group

22–26 August
Joint European Magnetic Symposia (JEMS)
SECC: Scottish Exhibition and Conference Centre, Glasgow, UK
Organised by the IOP Magnetism Group

1–2 September
TMD-UK
University of Bath, Bath, UK
Organised by the IOP Semiconductors Physics Group

5–8 September
Photon 16
University of Leeds, Leeds, UK
Organised by the IOP Computational Physics, Environmental Physics, Instrument Science and Technology, Optical, Quantum Electronics and Photonics and Quantum Optics, Quantum Information and Quantum Control groups

2017

2–6 April
OTST 2017 – Optical Terahertz Science and Technology
University College London, London, UK
Organised by the IOP Instrument Science and Technology Group

16–20 July
19th IUPAB Congress and 11th EBSS Congress
Edinburgh International Conference Centre, Edinburgh, UK
Organised by the Institute of Physics, British Biophysical Society, International Union for Pure and Applied Biology and European Biophysical Societies’ Association

25–29 July
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Edinburgh International Conference Centre, Edinburgh, UK
Organised by the Institute of Physics, British Biophysical Society, International Union for Pure and Applied Biology and European Biophysical Societies’ Association

17–21 July
International Conference on Women in Physics 2017
University of Birmingham, Birmingham, UK
Organised by the Institute of Physics and University of Birmingham

10–15 September
International Conference on Optics of Excitons in Confined Systems
University of Bath, Bath, UK
Organised by the Institute of Physics

13–15 September
Physical Aspects of Polymer Science
Swansea University, Swansea, UK
Organised by the IOP Polymer Physics Group

See www.iop.org/conferences for a full list of IOP one-day meetings.

The conferences department provides a professional event-management service to IOP’s subject groups and supports bids to bring international physics events to the UK.

Institute of Physics
76 Portland Place, London W1B 1NT, UK
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E-mail conferences@iop.org
Web www.iop.org/conferences