



*Beyond the Spherical Sun  
7-11 August 2006  
University of Sheffield*

**SOHO 18/GONG 2006/HELAS I**

## **JOINING INSTRUCTIONS**

*(Please bring these notes and maps from our website with you for reference)*

### **INTRODUCTION**

We are pleased that you will attend 'Beyond the Spherical Sun: a new era of helio- and asteroseismology' Conference and look forward to welcoming you to Sheffield. In the meantime, I am sending these Joining Instructions to help you prepare for your visit. The Conference Organiser – Cheryll Bracey – will be available throughout to help with enquiries. She can be contacted at the address at the end of this document.

### **GENERAL INFORMATION**

Local information and maps, for your use, will be provided in your Welcome Pack.

#### **Location**

The main sessions of the conference will take place in the Auditorium of the Union of Students building on the main campus of the University. Posters and coffee/tea will be in Loxley Food Court in University House, which adjacent to the Union of Students building.

The Conference Office will be located in 'The Peaks' room on The Gallery, Level 4 of the Union of Students and will be open throughout the Conference.

#### **Travelling**

Details of travel are available on the University website at <http://www.shef.ac.uk/visitors/>

#### **How to get to the Conference Venue**

<http://www.sheffield.ac.uk/maps/university.html>  
<http://www.sheffield.ac.uk/content/1/c6/03/23/92/campus.pdf>

**Public transport to and from the station:** There is a very regular **bus** service (bus No. 52) between Tapton Hall of Residence, the main campus and the city centre, but it does not go directly to the train station. The best route is to take the **tram** from **behind** the main station (either the yellow route to "Middlewood" or the blue route to "Malin Bridge"), get off at the University stop, then turn left at the major roundabout ahead and walk up the hill to the first bus stop on the left (behind you will see the University's main campus and the conference venue). Buses and trams run every 10 minutes throughout the day and you pay the driver/conductor as you get on.

### *Costs*

The registration fee for delegates covers all conference materials, refreshments at coffee and tea breaks, the conference dinner and organised social events. Lunches, and dinners on free evenings, are not included; the Welcome Pack will contain information about local restaurants.

### *Computer access at the Conference Venue*

There will be limited email access on University computers on The Gallery, Level 4 of the Union of Students building. Wireless connection is available throughout the building.

### *Facilities at the Conference Venue*

The Union Shop is located in the Union of Students building. The shop sells all the daily essentials you need. There is also the excellent Studio's all-in-one gift, clothing and photo-processing outlet.

There is a fax machine available at the Copy Shop and another at Union of Students Reception Desk on Level 3 of the Union of Students building.

There is a card-operated photocopier on The Gallery, Level 4 close to the Conference Office. Photocopying cards are available to purchase from the Conference Office. Further photocopying facilities are available at the Copy Shop.

National Westminster Bank cash machines are available on Level 3 of the Union of Students building. There is also a branch of the HSBC Bank, which is located on the corner at the bottom of Hounsfield Road, 5 minutes from the Conference venue.

### *Smoking/Non-Smoking arrangements*

The University operates a no-smoking policy in all areas.

### *Correspondence and Messages*

You may use the venue address for incoming correspondence and messages: the address is at the end of this document. For easy identification, they should be marked **c/o SOHO 18/GONG 2006/HELAS I**. Messages received for delegates will be displayed on a noticeboard outside the Auditorium.

### **Personal Insurance**

Insurance cover for personal effects is the responsibility of the individual participant. You are strongly advised to insure your personal effects for the whole period of your absence from home. Neither Soho 18 nor any of the accommodation providers can entertain claims against loss of, or damage to, personal property.

### **Health/Medical Insurance**

Participants are advised to ensure that they have adequate medical insurance to cover the period of their stay in the United Kingdom.

### **Weather**

The British weather in August can be hot and humid with an average temperature of 62 °F and an average rainfall of 56 mm. However, in recent years, the British weather has been extremely varied with heavy rainfall in August.

### **Dress**

Dress during the day will be informal but we suggest that you bring more formal dress (jacket and tie for men) for evening social functions.

Delegates intending to join the informal excursion into the Peak District on Sunday 6 August should bring stout shoes or walking boots and be prepared for some mud!

We strongly advise you to bring some warm clothing and a waterproof coat or umbrella.

## **REGISTRATION**

Registration will take place in the foyer of University House, which is adjacent to the Union of Students building on the main campus, from 1600 to 1745 hours during the afternoon on Sunday 6 August and in the Atrium of the Union of Students on Monday 7 August at 0815 hours. You will receive your Welcome Pack containing a final programme and other information including your name badge.

Cheryll Bracey will be available during registration. Thereafter, she will be available in the Conference Office, ('The Peaks' room) on The Gallery, Level 4 of the Students Union building, for delegate enquiries and help.

## **WELCOME RECEPTION**

The opening drinks reception for the conference will be from 1800 to 1930 hours in Firth Hall, Firth Court, which is directly across the road from the Union of Students building.

## **PROGRAMME**

Scientific sessions will commence at 0900 hours on Monday 7 August.

The current programme is available at <http://www.soho18.org/programme.html>. Also available on the Conference website is a list of poster papers. The abstract "book" will be included in the Welcome Pack in the form a CD-ROM. The same information will be

available for download from the website in the week before the conference; paper copies will not be distributed in the Welcome Pack.

## **WORKING SESSIONS AND DISCUSSIONS**

There are no scheduled parallel sessions, but rooms can be made available for breakout meetings if required. Please ask Cheryll Bracey during – or preferably before – the Conference (sogo06@sheffield.ac.uk).

## **INSTRUCTIONS TO PRESENTERS OF PAPERS**

Speakers using data projection facilities (from Powerpoint or equivalent) are strongly encouraged to bring their presentation on memory stick and to upload their presentation onto the Conference laptop before the start of the half-day in which they are speaking. If it is necessary for speakers to use their own laptop for their presentation, they should check before the start of their session that communication between their laptop and the Conference data projector works.

Poster papers will be displayed in Loxley Food Court, where coffee and tea breaks will also be taken. Presenters may put up their poster on the Sunday afternoon during registration or from 0700 hours on Monday morning. Maximum allowable poster size is A0 with a maximum width of 3 feet. Velcro dots will be supplied to adhere posters to posterboards.

## **DEPARTURE**

The conference will close at 1230 hours on Friday 11 August 2006.

## **PROCEEDINGS – AUTHOR INSTRUCTIONS**

The Conference proceedings will be published by ESA on CD-ROM only. Please refer to the author instructions on the web at <http://www.soho18.org/proceedings.html>

## **ACCOMMODATION AT TAPTON HALL OF RESIDENCE**

A list of participants who have accommodation booked at Tapton Hall of Residence will be available on the website soon. If you are not staying at Tapton Hall of Residence, please ignore the rest of this section.

### **How to get to Tapton Hall of Residence**

From the University stop, you can catch the No. 52 bus and ask the driver for Tapton Hall of Residence. Buses run every 10 minutes throughout the day. For a map showing the location of Tapton Hall of Residence, follow the link:

[http://www.shef.ac.uk/conferences/getting\\_here/maps](http://www.shef.ac.uk/conferences/getting_here/maps)

On arrival, delegates should collect their bedroom keys from Tapton Hall of Residence reception, which is staffed 24 hours a day. Access to bedrooms is available from 1400 hours. There is also a room available for left luggage.

For delegates who arrive late in the evening, please note that the main doors are usually locked after 2300 hours. There will be a Porter on duty, however their duties could

potentially take them away from the main desk. Guests who arrive at this time should call the Porter on mobile no 07990 804840 or the Monitoring Station on 0114 2224075.

### **Type of accommodation**

Each **standard single bedroom** has a washbasin. There are shared bathroom facilities and a kitchen area with tea and coffee-making facilities.

Each **single ensuite** has a shower and toilet and is comfortably furnished; complementary tea and coffee-making facilities and a direct-dial telephone are also provided.

Rooms are NOT equipped with clocks so please bring your own time piece!!

Bedrooms should be vacated and keys and swipecards returned to the reception at Tapton Hall of Residence, by 1000 hours on the morning of departure.

### **Parking**

Limited parking space is available free-of-charge at Tapton Hall of Residence but does require a Category R parking permit to be displayed: please ask for a parking permit when you register.

A self-service breakfast is included for delegates staying at Tapton Hall of Residence.

### **Telephones**

Tapton Hall of Residence is equipped with public telephones in reception. All standard single and ensuite bedrooms are equipped with a direct-dial telephone, which may be used for internal and external calls. To make an external call you will need to purchase a phonocard from reception; these are available in £5 and £10 amounts. Staff at reception will take messages for individual delegates, which will be passed to the Conference Organiser for distribution. There is 24-hour telephone number of incoming emergency calls: 0114 2228860 (+44 114 2228860 international) or alternatively, you can contact the Porter on 07990 804840.

### **Electrical Voltage**

United Kingdom standard voltage is 240, with square three-pin plugs. Shaver sockets in bathrooms are 2-pin, 220 volt, but for other equipment you may need to have an adaptor with you. Alternatively you may purchase an adaptor from the Union Shop, in the Union of Students building, at a cost of £3.35.

### **Computer Access at Tapton Hall of Residence**

There are no computer facilities available for delegate use. However, if you wish to bring your own laptop, bedrooms are equipped with data points and an RJ45 data cable. Please note that currently, this is a fixed connection although wireless may be available by the time of the Conference.

### **Information**

A notice board in Tapton Hall of Residence provides guests with details of the Hall and the local area.

### **Emergency Procedure**

Delegates are asked to familiarise themselves with the University's evacuation procedures, which are displayed in each bedroom.

### **OTHER ACCOMMODATION**

Those staying at hotels should refer to hotel websites for location and directions.

#### **Novotel Sheffield**

[http://www.novotel.com/novotel/fichehotel/gb/nov/1348/fiche\\_hotel.shtml](http://www.novotel.com/novotel/fichehotel/gb/nov/1348/fiche_hotel.shtml),

Telephone (+44) 114 2781781

#### **The Rutland Hotel**

<http://www.rutland-hotel.com/>

Telephone (+44) 114 2664411

#### **Royal Victoria Holiday Inn Sheffield**

<http://www.holidayinnsheffield.co.uk/>

Telephone (+44) 114 2768822

### **CONTACTS**

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### **DELEGATE REQUIREMENTS**

Please let us know your requirements by completing the 'Delegate Requirement Form' attached and emailing it to the Conference Organiser [sogo06@sheffield.ac.uk](mailto:sogo06@sheffield.ac.uk) by **6 July 2006**.