

Conference Handbook

International Conference on Optical Angular Momentum

www.icoam.org

23 – 25 March 2010
University of York, UK

IOP Institute of Physics



ICOAM

International Conference on Optical Angular Momentum

Enquiries

General Organisation

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Organising Committee

Professor D L Andrews (co-chair)
University of East Anglia

Professor M Babiker (co-chair)
University of York

Professor K Dholakia
University of St. Andrews

Professor M Padgett
University of Glasgow



THE UNIVERSITY *of York*

Disclaimer

The Institute of Physics, University of York and their approved representatives cannot take responsibility for any accident, loss or damage to participants or to their property during the conference.



ICOAM

International Conference on Optical Angular Momentum

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General Information

The International Conference on Optical Angular Momentum will be held at the Vanbrugh College, University of York from 23 to 25 March 2010. The technical sessions will be held in the Lecture Theatre V/045 and the poster session in the Junior Common Room (JCR). Accommodation is situated at Vanbrugh College, Wentworth College (twin rooms only) and James College. An email confirming your allocated college will be sent to residential delegates prior to the conference.

Lecture Theatre Lecture Theatre V/045 Vanbrugh College The University of York Heslington York YO10 5DD	Accommodation Vanbrugh / James / Wentworth College The University of York Heslington York YO10 5DD
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Travel

York is easily accessible by several modes of transport. The city is served well by national road and rail networks and has excellent local transport. Further information and campus maps can be found on-line at <http://www.visitork.org/> and <http://www.york.ac.uk/np/maps/>.

Rail

York is on the main East Coast Line from London King's Cross to Edinburgh. Fast trains leave from both north and south at frequent intervals. There is also a direct service across the Pennines between York, Leeds and Manchester Airport. The University is two miles from the railway station and you will need to get a bus or taxi onto campus. Visit www.nationalrail.co.uk for train times and to book your travel.

Taxi

A journey by taxi from the railway station to the University will take approximately 15 minutes and will cost around £7.00. There is a taxi rank just outside the station. The University has a preferred taxi company, Ebor Taxis on +44 (0)1904 641 441.

Coach / Bus

You can reach York by coach from many destinations around the country. National Express buses stop at the railway station. More details are available from their online coach timetable at www.nationalexpress.com.

A number of companies operate buses to the University: the No. 4 departs from the railway station or town centre and will cost approximately £1.80 single. Tickets are purchased from a conductor on the bus and where possible you should have the correct change. The scheduled journey time 10 minutes. Other services are the C2, 27, 27a, 128 and 129 however these routes take longer.

Road

The easiest route to the University is to take the outer ring road (A64 on the south and east sides of the city, A1237 around the north and west) to the junction with the Hull/Bridlington roads (A1079/A166). Turn off at the exit marked University and follow the signs past Grimston Bar and down Field Lane to University Road. This route avoids the City centre and known traffic blackspots.



The nearest Park and Ride to the University is Grimston Bar, off the A1079 but please note that there is no bus service to the University. [Plan your journey](#) free, online at www.theaa.com

Bike

The University is well served with cycle paths and is currently improving cycle access and storage facilities. Cycle racks are available in most parts of campus. The [City Council](#) (<http://www.york.gov.uk/>) provides free copies of cycle route maps around the City of York, and there is a network of cycle paths on campus.

Air

York is within easy travelling distance of six international airports including, Manchester, Liverpool, Leeds/ Bradford and Newcastle. Frequent bus services operate between York/Leeds, alternatively a taxi will cost in the region of £50. For further information visit www.york.ac.uk/students/support/international/travelling/ or email claire.garland@iop.org

Sea

[P&O/NFS](#) operate daily overnight crossings from Zeebrugge and Rotterdam direct to Hull with a coach link to York.

Parking

All car parks have bays reserved for disabled badge holders, for whom parking is free (a blue badge must be displayed). Spaces are on a first come first served basis (including disabled bays) and all vehicles must park in a Pay and Display car park.

Conference Registration

Registration will be held in Vanbrugh Foyer for the duration of the conference (the address is located on page 4 and you can also download a floor plan and directions from the ICOAM website).

Registration times are as follows:-

Date	Time
Monday	16:00 – 18:00
Tuesday	08:30 – 18:00
Wednesday	08:30 – 18:00
Thursday	08:30 – 13:00

On arrival, you will receive a welcome pack containing a book of abstracts with the programme, a list of registered participants and a lapel badge. Please wear your badge at all times as this will allow you entry to the conference sessions and help with security. It will also allow you to identify fellow delegates. Replacement badges can be issued at the registration desk.

Registration desk number: +44 (0) 1904 433264 or 07881 923 142



Location Overview

Technical Sessions	LT V/045, Vanbrugh College
Accommodation	Vanbrugh, James and Wentworth College
Breakfast (for James and Vanbrugh)	Vanbrugh Dining Room
Breakfast (for Wentworth College only)	The Edge, Wentworth College
Posters	Junior Common Room, Vanbrugh College
Drinks Reception	Vanbrugh Snack Bar
Refreshments	Vanbrugh Snack Bar
Evening Meals	Tuesday: Vanbrugh College Dining Room Wednesday: The Edge, Wentworth College
Conference Dinner	Kings Manor

Public telephones

A public coin and card operated telephone is available in Vanbrugh foyer.

Cloakroom

A left luggage area is available in V/044, however this area will not be manned. The Institute of Physics and the University of York cannot accept any responsibility for items left in this area.

Messages

A message board will be placed near the conference registration desk. Participants should check regularly for messages, as an attempt to locate participants during session times will only be made in case of emergency. During registration times, please telephone +44 (0) 1904 433264 or 07881 923 142. Messages can also be sent by fax to +44 (0)1904 328 426; please quote 'ICOAM 2010 Conference'. In cases of emergency, residential guests can be contacted through security services on +44 (0) 1904 434 444.

College Facilities

A cash point is located by the entrance to the main college building, on the Central Hall side. Additional cash points can be found in Market Square.

Further information about the College facilities can be found at <http://www.york.ac.uk/univ/coll/van/vwebfacilities/vwebfacilities.htm>

Internet Access

WiFi internet access has been arranged for participants. Please collect a username and password from the conference registration desk. A guide 'before you bring your computer to York' is available online to ensure delegates laptops can connect to the service.



Accommodation

Participant's who have reserved accommodation via the conference website, will be housed in Vanbrugh, James or Wentworth College. A map and directions on how to reach your accommodation, is available at <http://www.york.ac.uk/np/maps/>

Vanburgh College / James College / Wentworth College
The University of York
Heslington
York YO10 5DD

An email confirming your allocated college will be sent prior to the conference. If you have not received confirmation by 15 March 2010 e-mail claire.garland@iop.org.

Arrivals and check-in

All rooms have a single bed (unless a twin room has been reserved), wardrobe, towels, desk, private shower, and toilet. Basic toiletries, a towel, radio/alarm, hairdryer and tea/coffee making facilities are also provided in the rooms. Guests requiring the use of an iron should contact the appropriate college reception in the first instance. If an iron is not immediately available the porter will make every effort to obtain one from another college.

Room keys are available from 14:00 on the day of arrival. Keys should be collected from the respective Reception which will be staffed during the conference. Porters are able to help with any enquiry, and are one of the main points of contact should any problems arise during the conference. Trolleys to aide the transportation of luggage are also available from reception. For further information including [location maps](#) visit <http://www.york.ac.uk/admin/accom/colleges/arrivals.htm>

Departure & Check-out

Residential guests are asked to vacate their bedrooms by 09:30. Keys should be returned to their respective Receptions.

Meals

Breakfast and Evening Meals

Breakfast for residential participants in Vanbrugh and James College, will be served in the Vanburgh College Dining Room from 07:45 – 08:45. For residential guests in Wentworth College, breakfast will be served from 08:00 – 09:00 in the Edge in the Wentworth nucleus. Breakfast is either a full English (cooked) or continental.

Evening meals on Tuesday will be served in the Vanbrugh Dining Room from 19:30 – 20:30. On Wednesday, for residential guests not attending the conference dinner, dinner will be served in the Open College Restaurant - The Edge located in Wentworth College. Dinner will be served between 18:00 – 19:00. A bar service will be available for cash sales.

Participants arriving on Monday are able to purchase dinner on campus in 'The Edge - Wentworth College' between 18:00 – 19:00 or explore York and the many restaurants and eateries. A list of



local establishments is available at www.eatyork.com and a selection will be included in your welcome pack.

The conference dinner will be held at Kings Manor. See additional pages for further details.

Refreshments and Lunch

Refreshments and lunch will be served at set times during the conference programme, with refreshments being held in the Vanbrugh Snack Bar, and lunch taking place in the Vanbrugh College Dining Room.

Participants with special dietary requirements are asked to notify the conference office by e-mail prior to their arrival if 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. Nut Allergies – Unfortunately the College cannot provide assurances that food has not been cross-contaminated with traces of nuts during ingredient processing at manufacture's sites, and during food preparation and on-site. For this reason, we are unable to provide guarantees that any of the food served is free from nuts or trace elements. Please email claire.garland@iop.org if you have any questions.

Social Programme

Bar Facilities

A cash bar is located in Vanbrugh College and will be open during the following hours:

Tuesday 22 March	18:30 – 23:00*
Wednesday 23 March	17:45 – 18:45 / 22:00 – 01:00*

*depending on sales

Welcome Reception – Tuesday 23 March at 18:00

An informal welcome reception will be held at the college alongside the poster session. The reception will take place in the Bar Area of Vanbrugh College at 18:00 and is sponsored by the Physics Department at the University of York. Posters will be in the near by Junior Common Room (JCR).

Conference Dinner – Wednesday 24 March

The Conference Dinner will be held at Kings Manor on Wednesday 24 March for those that have pre-booked their place when registering. Tickets will be included in your welcome pack. The conference dinner will be preceded by a drinks reception in the Huntingdon Room and the Ante Room. The menu is available online.

Coaches (York Pullman Bus Co Ltd) will depart from outside Vanbrugh at 18:45 and the journey takes approximately 15 minutes, depending on traffic. On the return journey, coaches will collect participants between 22:00 and 22:30 to take participants back to Vanbrugh where the bar will be open till 01:00 (depending on sales).



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Postal address:

Kings Manor
Exhibition Square
York
YO1 7EP

For guests wishing to make their own travel arrangements, a map and directions are available online at <http://www.york.ac.uk/np/maps/kmdirect.htm>. Please note that parking is restricted to permit holders and visitors will need to obtain a hangar permit.

Fire and Evacuation Procedures

Residential guests should view the fire and evacuation procedures available in each bedroom and hallway. During the event itself, if the fire alarm sounds, please make your way to the Biology Covered Way, opposite the college main entrance. A test alarm will be conducted at 08:30 on Wednesday morning and guests should only evacuate the area if the alarm sounds continuously.

Local Taxi Rank

The University has a preferred taxi company, Ebor Taxis on +44 (0)1904 641 441. Taxi's can be ordered from the registration desk.

Smoking Policy

The University of York operates a strict non-smoking policy.

Complaints

We hope that your time at the conference is enjoyable. Should you encounter any problems during your stay please report them to the conference registration desk as soon as possible. The conference team will make every effort to rectify the issue as soon as possible.

Programme

The full programme can be found on-line at <http://www.icoam.org/>. A printed copy will be included in your welcome pack.

Presenters' Instructions

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

- Data projector
- PC / Laptop with PowerPoint facilities (Office 2007 and Windows XP)
- Laser pointer

Speakers wishing to use additional audio-visual equipment or intending to present from a Macintosh computer are asked to email claire.garland@iop.org before the conference.



Presentations

Speakers are requested to bring their presentations on a CD or USB memory stick and preload their file 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 by session chairs. Invited speakers for 25 minutes and contributed presentations for 12 minutes. This will allow time for questions within the allocated time slot.

Poster presentations

Posters will be on display throughout Tuesday 23rd and Wednesday 24th March in the Junior Common Room (JCR). A dedicated poster session will take place on Tuesday at 18:00 - 19:30. Authors should be beside their board during this session to discuss their work with other conference attendees.

Poster boards measure 2.13m x 1.22m in size and are portrait orientation. Please ensure your poster fits within these dimensions. Velcro will be provided for delegates to fix their posters to their board.

Posters can be displayed from 08:30 on Tuesday 23rd and must be removed by 11:00 on Thursday 25th April. Although organisers will endeavour to save poster material, no guarantee can be made for posters not removed at the correct times.

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