# 8<sup>th</sup> International Conference on Numerical Simulation of Optoelectronic Devices

The University of Nottingham, Nottingham, United Kingdom

1<sup>st</sup> – 5<sup>th</sup> September 2008

# **CONFERENCE TRAVEL INFORMATION PACK**



Organised by





# **WELCOME TO NOTTINGHAM**

Dear NUSOD 2008 Delegate,

We look forward to welcoming you to Nottingham for the NUSOD 2008 Conference. We are proud to host this year's conference and bring this exciting conference series to the United Kingdom. NUSOD is now firmly established as one of the key conference fixtures for optoelectronic device designers to network and discuss the latest challenges and developments in optoelectronics device simulation and design. We hope that the University of Nottingham's beautiful campus provides a setting conducive for the continuation of the NUSOD tradition.

In this information pack you will find a wide range of information designed to assist you with your travel to the UK, to Nottingham and to our University Campus, where the conference will be held. A range of information is also included on places to go, things to do, where to eat and how to make your visit to Nottingham and NUSOD 2008 an enjoyable and successful one.

Eric Larkins NUSOD 2008 Conference Chair

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# **Emergency Information**

In the UK the Emergency Services can be reached by phone on:

Police	999
Ambulance	999
Fire	999

On the University Campus, you should call the University Security Office:

Emergency Number	8888 (internal)
	+44 (0) 115 951 8888 (external)
Non-emergency	13013 (internal)
	+44 (0) 115 95 13013 (external)

# **Useful Telephone Numbers**

#### University of Nottingham:

University Health Centre	75 (internal)
	+44 (0)115 846 8888 (external)
University Switchboard	0 (internal)
	+44 (0)115 951 5151 (external)

# Taxis:

Companies based in Beeston (nearest the University campus):

Cable Cars	+44 (0)115 922 9229
CAB Line	+44 (0)115 922 6225
Companies based in Notting	ham:
Trent Cars	+44 (0)115 950 5050
D.G. Taxis	+44 (0)115 960 7607

Nottingham Cars	+44 (0)115 970 0700

# Getting to the University of Nottingham and NUSOD 2008

The information below outlines the various ways that you can travel to Nottingham after arriving at one of the principal airports in the UK. Web addresses for the main airports are given below.

For more details on train services, please see <u>www.nationalrail.co.uk</u> and for more information on coach services, please see <u>www.nationalexpress.com</u>.



# **Principal UK Airports**

# Locations and Websites

- 1) East Midlands www.eastmidlandsairport.com
- 2) Birmingham www.bhx.co.uk
- 3) Luton www.london-luton.co.uk
- 4) Stansted www.stanstedairport.com
- 5) Heathrow www.heathrowairport.com
- 6) Gatwick www.gatwickairport.com
- 7) Manchester www.manchesterairport.co.uk

# **General Note on Travel Plans**

When booking your train or coach tickets and making travel plans to Nottingham, please remember to **allow** sufficient time at the airport to collect your luggage and pass through customs and immigration.

# **Important Note for Travel by National Express Coach**

Please note that the National Express have a baggage allowance as follows:

"The luggage allowance for each passenger is a maximum of two medium sized suitcases weighing no more than 20kg each and one piece of hand luggage. Hand luggage must be capable of fitting in the overhead luggage racks or under seats. If you do carry more than this allowance we cannot guarantee that we will be able to accommodate the excess baggage. Space can often be of a premium and we cannot predict what luggage other passengers on the same journey may bring."

# **East Midlands Airport**

East Midlands Airport is the closet airport to the University Campus. The best ways to reach the University from East Midlands Airport are bus or taxi.

Busses run towards Nottingham City Centre, the University Campus and other destinations from outside the terminal building. The Rainbow 5 service by Trent Barton stops by the University Park Campus <u>www.bartonbuses.co.uk/timetables/times/rainbow5.html</u>. You should ask for the stop 'University West Entrance' – this stop is <500 metres walk from the conference accommodation in Cavendish Hall.

The Nottingham Skylink service runs from the airport to Nottingham City Centre (so a further bus or taxi will be required to reach the University Park Campus – see below). However, this service runs 24 hours a day, 7 days a week. More information can be found at <u>www.skylink.co.uk</u>.

A taxi office can be found inside the terminal building and taxis are available 24 hours a day. The typical cost for a taxi to the University Park Campus should be around £25. More information can be found at <a href="http://www.eastmidlandsairport.com/emaweb.nsf/Content/Taxi">http://www.eastmidlandsairport.com/emaweb.nsf/Content/Taxi</a>.

# **Birmingham Airport**

If you are arriving at Birmingham Airport, the best way to reach Nottingham is by train (the airport station is called Birmingham International). Timetables and prices for UK trains can be found at <u>www.nationalrail.co.uk</u>. The journey time is typically just under 2 hours, with a change of train at Birmingham New Street station. From Nottingham train station, you can reach the University Campus by bus or taxi (see below).

Coach travel from Birmingham Airport is also possible with National Express (<u>www.nationalexpress.com</u>). The couch journey normally takes around 2.5 hours. The coach will bring you to Nottingham's Broadmarsh Bus Station from where you will need to take a bus or taxi to the University Campus (see below).

Travel by taxi from Birmingham Airport is possible, but the cost of a single journey will be of the order of £50.

# **Luton Airport**

If you are arriving at Luton Airport, you can reach Nottingham by train or coach.

The airport train station is called Luton Airport Parkway and regular busses leave from in front of the airport terminal to take you to this station (journey time approximately 10 minutes). Timetables and prices for UK trains can be found at <u>www.nationalrail.co.uk</u>. The train journey from Luton Airport Parkway to Nottingham is typically just under 2 hours, with a change of train usually (but not always) at Luton Main Station. Once at Nottingham train station, you can reach the University Campus by bus or taxi (see below).

The couch journey from Luton Airport with National Express (<u>www.nationalexpress.com</u>) normally takes a little under 3 hours and will bring you to Nottingham's Broadmarsh Bus Station from where you will need to take a bus or taxi to the University Campus (see below).

# **Stansted Airport**

If you are arriving at Stansted Airport, you can reach Nottingham by train or coach.

From Stansted Airport by train the journey is typically 3 – 3.5 hours. Timetables and prices for UK trains can be found at <u>www.nationalrail.co.uk</u>. Take care when booking a train from Stansted as some services will take you to London first and require you to use the underground before taking a mainline train to Nottingham. Services that do this will take longer and are usually more expensive. Also please note that the train station is located directly in the airport building (out of the front door and down two levels). Once at Nottingham train station, you can reach the University Campus by bus or taxi (see below).

The couch journey from Stansted Airport with National Express (<u>www.nationalexpress.com</u>) takes 4 - 5 hours and will bring you to Nottingham's Broadmarsh Bus Station from where you will need to take a bus or taxi to the University Campus (see below).

# **Heathrow Airport**

If you are arriving at London Heathrow Airport you can reach Nottingham by either train or coach.

To travel by train, the cheapest and simplest way is to first take the London Underground (the Tube) to reach St. Pancras Station on the north side of London. All Heathrow airport terminals have tube stations, which are at the end of the Piccadilly line. You should take the Piccadilly line through the centre of London to the King's Cross / St. Pancras stop. This journey takes 1 hour. Details of the London Tube can be found at <u>www.tfl.gov.uk/tube</u>. You should then allow around 15 minutes to walk from the underground station to the main St. Pancras International terminal, where you can take the train to Nottingham. Trains from St. Pancras to Nottingham normally take a little under 2 hours. Timetables and prices for UK trains can be found at <u>www.nationalrail.co.uk</u>. Alternatively, you can take the Heathrow Express to Paddington underground station and then take the tube (Circle line) to the King's Cross / St. Pancras stop. This option takes around 40 minutes, but is more expensive. From Nottingham train station, you can reach the University Campus by bus or taxi (see below).

To travel from Heathrow Airport by coach is normally cheaper than by train, but the journey will take 3.5 - 4 hours. Details and booking instructions can be found at <u>www.nationalexpress.com</u>. The coach will bring you to Nottingham's Broadmarsh Bus Station from where you will need to take a bus or taxi to the University Campus (see below).

# **Gatwick Airport**

If you are arriving at London Gatwick Airport you can reach Nottingham by either train or coach.

To travel by train, you should take the Gatwick Express to Victoria Station (journey time approximately 30 minutes). You should then take the Victoria underground line to the King's Cross / St. Pancras stop (journey time approximately 10 minutes). Details of the London Tube can be found at <u>www.tfl.gov.uk/tube</u>. You should then allow around 15 minutes to walk from the underground station to the main St. Pancras International terminal, where you can take the train to Nottingham. Trains from St. Pancras to Nottingham normally take a little under 2 hours. Timetables and prices for UK trains can be found at <u>www.nationalrail.co.uk</u>. From Nottingham train station, you can reach the University Campus by bus or taxi (see below).

To travel from Gatwick Airport by coach is normally cheaper than by train, but the journey will take about 5 hours. Details and booking instructions can be found at <u>www.nationalexpress.com</u>. The coach will bring you to Nottingham's Broadmarsh Bus Station from where you will need to take a bus or taxi to the University Campus (see below).

# Manchester Airport

If you are arriving at Manchester Airport you can reach Nottingham by either train or coach.

From Manchester Airport, the journey time by train is typically just under 2.5 hours, with a change of train normally at Manchester's Main Station which is called Manchester Piccadilly. Timetables and prices for UK trains can be found at <u>www.nationalrail.co.uk</u>. From Nottingham train station, you can reach the University Campus by bus or taxi (see below).

The coach journey from Manchester Airport with National Express (<u>www.nationalexpress.com</u>) normally takes around 4 hours and will bring you to Nottingham's Broadmarsh Bus Station from where you will need to take a bus or taxi to the University Campus (see below).

# **Nottingham Train Station & Broadmarsh Bus Station**

Nottingham's Main Train Station and Broadmarsh Bus Station (where you will arrive if you travel by National Express Coach) are situated on the south side of the city centre. More details about the train station (location, facilities, etc.) can be found online at <u>www.nationalrail.co.uk/stations/not/details.html</u>. The train and bus stations are about 200 metres apart and are located as shown on the map below. From both the bus and train stations, you can reach the University campus by either bus or taxi.



# <u>Taxis</u>

At the train station, taxis are normally available at all times from in front of the main station entrance. If you have arrived at the Broadmarsh Bus Station there are normally a number of taxis available on the road outside the station on Carrington Street (see above map). Alternatively, you can take the short walk to the train station where you will find a taxi. A single journey to the University Campus by taxi will take about 10 minutes and should cost less than £10. You should ask the taxi driver to take you to the University Park Campus of the University of Nottingham and once on the Campus to either Cavendish Hall (for the accommodation) or the Pope Building (for the conference sessions).

# **Bus Services**

If you decide to take a bus, there are two main bus companies in Nottingham: Nottingham City Transport (NCT) and Trent Barton. Please be aware that you must have the exact change to travel on an NCT bus. The Trent Barton buses give change.

The nearest busses that will take you to the University Campus leave from Nottingham's Broadmarsh Bus Station where the most convenient bus service to take is the Rainbow 5. This service stops by the University Campus. You should ask for the stop 'University West Entrance' – this stop is <500 metres walk from the conference accommodation in Cavendish Hall (and is situated between the 'Dunkirk' and 'Beeston Bus Station' stops on the timetable found at <a href="http://www.bartonbuses.co.uk/timetables/times/rainbow5.html">www.bartonbuses.co.uk/timetables/times/rainbow5</a>.

The NCT buses #13 and #14 also pass the University Campus, but the nearest stop is 'Paddling Pool' and this is then ~1000 metres walk to Cavendish Hall. These two NCT bus services leave from stop C1 on Collin Street which is outside the Broadmarsh Bus Station. Their timetables and route maps can be found at <a href="http://www.nctx.co.uk/Timetables/Timetables.htm">http://www.nctx.co.uk/Timetables/Timetables.htm</a>

If you are arriving once the conference has started and wish to come direct from the bus to the conference sessions then all of the above busses are still applicable, but you should get off at the 'University South Entrance' and then make your way to the Pope Building (see campus map).

# **Driving to the Campus & Car Parking**

If you plan to drive to the campus, you can find directions to the University Park Campus online at <u>www.nottingham.ac.uk/about/campuses/maps.php</u>. The most convenient entrance to reach Cavendish Hall on the campus is the West Entrance. If you plan to park on campus for the duration of the conference, please inform us as soon as possible by email to <u>Slawomir.Sujecki@nottingham.ac.uk</u>.

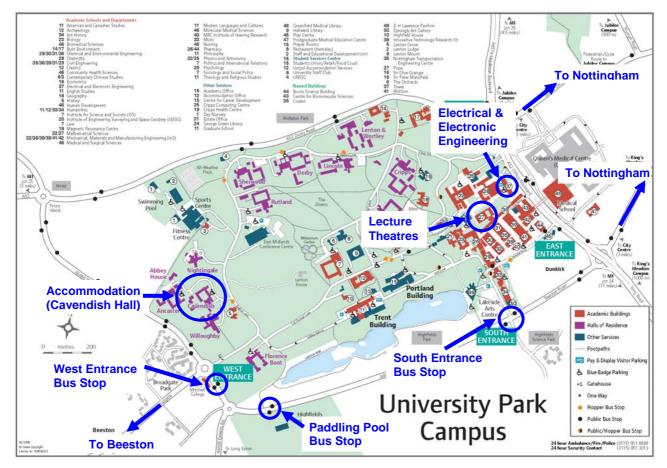
# **University Park Campus & NUSOD 2008 Locations**

The NUSOD 2008 Conference will take place on the University Park Campus (sometimes referred to as the Main Campus) of the University of Nottingham.

- The Main Conference, Short Courses and Poster Session will be held in Lecture Theatres in the Pope Building (Building #27)
  - Main Conference: C16 (2<sup>nd</sup> Floor)
  - Short Courses: C17 (2<sup>nd</sup> Floor)
  - Poster Session: A13/A14 (Ground Floor)
  - Registration Desk: A13/A14 (Ground Floor)
- > Accommodation is in Cavendish Hall on the west side of the campus
- > The Software Tutorial will take place in Electrical & Electronic Engineering (Building #37)

The main buildings listed above are marked on the campus map below. Also marked are the various bus stops that you may arrive at as follows:

- West Entrance this stop is the nearest to the accommodation in Cavendish Hall when you are travelling on Trent Barton's Rainbow 5 service
- Paddling Pool this stop is the nearest to the accommodation in Cavendish Hall when you are travelling on Nottingham City Transport's #13 or #14 service
- South Entrance this stop should be used if coming direct from Nottingham to the conference sessions (Nottingham City Transport's #13 and #14 services and Trent Barton's Rainbow 5 service all stop here)



# **Accommodation in Cavendish Hall**

The accommodation for NUSOD 2008 will be in Cavendish Hall on University Park Campus. The full address is as follows:

Cavendish Hall University of Nottingham University Park Nottingham NG7 2QL United Kingdom

# **Arrival Times & Late Arrival**

Upon arrival at Cavendish Hall, the porter will give you access to your room. The porter will be on duty until midnight. After midnight, delegates will need to call security on 13013 who will come and let them into their room. There is an internal telephone by the entrance doors with this information and the numbers to call. From an external telephone, the number for security is +44 (0)115 951 3013.

If you expect to arrive after midnight on the Sunday evening, please let us know as soon as possible by e-mail to <u>Slawomir.Sujecki@nottingham.ac.uk</u>.

# **Getting to the Conference Sessions**

The conference sessions (and software tutorial) will take place in buildings on the east side of the campus. To walk from the accommodation in Cavendish Hall to the sessions takes approximately 20 minutes.

# **Conference Registration Desk**

The conference registration desk will be open at 08:00 each morning from Monday 1<sup>st</sup> to Thursday 4<sup>th</sup> September and will be located in room A13/A14 on the Ground Floor of the Pope Building.

# **Oral Presentations**

A Windows laptop and an LCD projector will be available at the conference with PowerPoint 2007 and Adobe Reader 7 installed. You may also use your own laptop.

The presentation time limit including discussion is:

- > 30 minutes for invited papers
- > 20 minutes for regular papers
- > 15 minutes for postdeadline papers

To avoid delays during the conference, please e-mail your presentation file (PPT or PDF) before the conference to <u>Slawomir.Sujecki@nottingham.ac.uk</u> using your paper number as the file name (e.g., "MC8.pdf"). As a backup, please also bring this file to your session on a USB memory stick.

# **Poster Size**

The poster boards are 2.1 metres high by 0.9 metres wide. This size of board is suitable for an A1 sized poster in both a vertical (portrait) and horizontal (landscape) orientation or an A0 sized poster in a vertical (portrait) direction. An A0 poster in a horizontal (landscape) direction will not fit on the boards. Materials for fixing your poster to the boards will be provided. Posters must be attached to the assigned poster board in rooms A13/A14 on the ground floor of the Pope Building by 13:00 on Monday. Posters should be removed by 16:00 on Thursday. Any poster left after this time will be discarded.

# **Internet Access**

Wired internet access will be available in each room in Cavendish Hall. Wireless internet is not available in these rooms. **Please bring a network cable with you as these are not provided in the rooms.** In order to connect to the University network, please ensure that your laptop is running an up-to-date virus checker and has all the latest patches (e.g. Windows security updates) installed. Internet access will not be available inside of the Conference Room.

# **Lunch Arrangements**

Buffet lunches are provided for conference delegates from Monday to Thursday at the times indicated in the conference program. Further information on where to eat and drink on campus, in the town of Beeston and in Nottingham City Centre can be found towards the end of this information pack.

# **Welcome Reception**

A conference welcome reception will be held with the poster 15:40 – 18:00 on Monday 1<sup>st</sup> September. This will take place in rooms A13/A14 of the Pope Building.

# **Conference Dinner**

The conference dinner will be held on Tuesday 2<sup>nd</sup> September at the Albert Hall in Nottingham City Centre. Dinner will be at 19:00 and transport to the venue will leave the accommodation (Cavendish Hall) at 18:30.

# **Other Useful Information**

**Banks:** The nearest bank is the NatWest Bank on Level C of the Portland Building (#15 on the campus map) on the University Campus. This branch is open 09:00 – 16:30 Monday to Friday. Branches of all the major UK banks are available in Beeston and Nottingham.

**Bookshops:** Blackwell University Bookshop can be found on Level C of the Portland Building (#15 on the campus map) on the University Campus. This branch is open 09:00 – 17:30 Monday to Friday. Alternatively, a branch of Waterstones can be found in the city centre at 1/5 Bridlesmith Gate, Nottingham, NG1 2GR. This branch is open 09:00 – 19:00 Monday to Saturday and 11:00 to 17:00 on Sundays.

**Cash Machines:** The nearest cash machines are at the NatWest and HSBC banks on the Portland Building on the University Campus. Cash machines are available at all banks in Beeston and Nottingham. There is also a conveniently-located cash machine directly outside Nottingham train station (in the taxi waiting area).

**Changing Money:** The currency in the UK is the British Pound (GBP). Money can be most easily exchanged upon your arrival at the airport. The majority of banks and travel agents also offer foreign exchange services as do the larger post offices.

**Credit Cards:** Credit cards (e.g. Mastercard / Visa) are widely accepted in hotels, restaurants, bars and shops in the UK. Please be aware that American Express is much less widely accepted. In some locations, the transaction must be greater than a given amount (usually this is only £5 or £10). Taxis do not accept credit cards – you will need to pay in cash.

Drinking Water: Water in the UK is safe to drink from the tap.

**Embassies:** Contact details for a number of foreign embassies based in London are given on the next page.

**Electricity Supply:** The electricity supply in the UK is 220 – 240 volts AC at 50 Hz. The plugs for the power outlets have 3 pins. Please be sure to bring an appropriate adaptor with you.

**Medical Facilities:** The University has a medical centre on campus for minor cases (phone 75 from an internal phone on campus). The Queen's Medical Centre (University Hospital) is situated just off the northeastern edge of the main campus. In the case of an emergency, dial 999 for an ambulance. Non-prescription pharmaceuticals are available at many outlets including large supermarkets and many smaller shops. A branch of Boots can be found on the ground floor of the Portland Building on the campus. A further Boots pharmacy can be found at the campus medical centre.

**Post Offices:** The nearest post office is close to the entrance of Beeston town centre (113a High Road, Beeston). It is open 09:00 - 17:30 Monday to Friday and 09:00 - 12:30 on Saturday. Larger post offices are available at the far end of Beeston town centre and in Nottingham city centre.

**Shopping:** Nottingham City Centre has a large number and wide variety of shopping opportunities. Nottingham has two large shopping centres – the Broadmarsh Shopping Centre and the Victoria Shipping Centre – both a short walk from the Old Market Square.

**Smoking:** Smoking is banned in enclosed public spaces – this includes bars, restaurants, shops, public transport etc. All University buildings are non-smoking.

**Tipping:** It is uncommon for a restaurant to add a service charge to your bill. Therefore, it is up to the individual to leave a tip if they have enjoyed their meal and wish to do so. For general guidance, a tip of around 10% is the norm.

**Tourist Information Office:** Nottingham's tourist information office can be found just off the Market Square in the City Centre at 1-4 Smithy Row, Nottingham, NG1 2BY.

# **Embassies**

#### Austria

Austrian Embassy; 18 Belgrave Mews West; London SW1X 8HU Tel: +44 (0)20 7344 3250, Fax: +44 (0)20 7344 0292, <u>www.bmeia.gv.at/en/embassy/london.html</u>

#### Belarus

Embassy of the Republic of Belarus; 6 Kensington Court; London W8 5DL Tel: +44 (0)20 7937 3288, Fax: +44 (0)20 7361 0005, www.belembassy.org/uk

#### Canada

Canadian Embassy; Macdonald House; 1 Grosvenor Square; London W1K 4AB Tel: +44 (0)20 7258 6600, Fax: +44 (0)20 7258 6333, <u>www.canada.org.uk</u>

#### China

Embassy of the People's Republic of China; 49-51 Portland Place; London W1B 1JL Tel: +44 (0)20 7299 4049, <u>www.chinese-embassy.org.uk</u>

#### Finland

Embassy of Finland; 38 Chesham Place; London SW1X 8HW Tel: +44 (0)20 7838 6200, Fax: +44 (0)20 7235 3680, <u>www.finemb.org.uk</u>

#### France

French Embassy; 58 Knightsbridge; London SW1X 7JT Tel: +44 (0)20 7073 1000, <u>www.ambafrance-uk.org</u>

#### Germany

Embassy of the Federal Republic of Germany; 23 Belgrave Square; London SW1X 8PZ Tel: +44 (0)20 7824 1300, Fax: +44 (0)20 7824 1449, <u>www.london.diplo.de</u>

#### Hungary

Hungarian Embassy; 35 Eaton Place; London SW1X 8BY Tel: +44 (0)20 7201 3440, Fax: +44 (0)20 7823 1348, <u>www.mfa.gov.hu/kulkepviselet/uk/hu</u>

#### Ireland

Embassy of Ireland; 17 Grosvenor Place; London SW1X 7HR Tel: +44 (0)20 7235 2171, Fax: +44 (0)20 7245 6961, <u>www.embassyofireland.co.uk</u>

# Italy

Embassy of Italy; 14 Three Kings Yard; London W1K 4EH Tel: +44 (0)20 7312 2200, Fax: +44 (0)20 7312 2230, <u>www.amblondra.esteri.it/Ambasciata\_Londra</u>

# Korea

Embassy of Republic of Korea; 60 Buckingham Gate; London SW1E 6AJ Tel: +44 (0)20 7227 5500, Fax: +44 (0)20 7227 5503, <u>www.koreanembassy.org.uk</u>

# Poland

Embassy of the Republic of Poland; 47 Portland Place; London W1B 1JH Tel: +44 (0)870 774 2700; Fax: +44 (0)20 7291 3575, london.polemb.net

# Spain

Embajada de Espana en Londres; 39 Chesham Place; London SW1X 8SB Tel: +44 (0)20 7235 5555, Fax: +44 (0)20 7259 5392, <u>www.maec.es/subwebs/Embajadas/Londres</u>

#### Switzerland

Embassy of Switzerland; 16-18 Montagu Place; London W1H 2BQ Tel: +44 (0)20 7616 6000, Fax +44 (0)20 7724 7001, <u>www.eda.admin.ch/london.html</u>

#### Taiwan

Taipei Representative Office in the UK; 50 Grosvenor Gardens; London SW1W 0EB Tel: +44 (0)20 7881 2650, <u>www.taiwanembassy.org/UK</u>

#### **United States of America**

U.S. Embassy; 55/56 Upper Brook Street; London W1A 2LQ Tel: +44 (0)20 7499 9000, <u>www.usembassy.org.uk</u>

