



Delegate Joining Instructions

Dear Delegate

This is the information you need to attend Ergonomics & Human Factors 2011, the annual conference of the IEHF, on 12-14 April 2011.

The venue

The address of the venue is Stoke Rochford, Grantham, Lincolnshire NG33 5EJ. Stoke Rochford is on the A1 between Colsterworth and Grantham. The journey southbound takes 5 minutes to drive from the A607 Melton Mowbray junction to the turn off for Stoke Rochford. The nearest railway station is Grantham which is on the East Coast mainline 1 hour and 10 minutes journey time from London Kings Cross. See also www.stokerochfordhall.co.uk.

Arrival

If arriving by car you may park anywhere in the car park either in front of the main hall or outside your accommodation block.

Conference registration desk

The registration desk for collecting your delegate pack and conference badge will be situated in the foyer of Main Hall, clearly visible as you enter the building. The desk will be open as follows:

Monday 11 April	17.00 – 20.00
Tuesday 12 April	08.00 – 17.00
Wednesday 13 April	08.00 – 17.00
Thursday 14 April	08.00 – 12.00

Accommodation

From Monday 11th April your accommodation key can be obtained from the 24 hour reception desk in the Main Hall. Your accommodation will be in the Main Hall, or the Old Stable Courtyard or Woodland Lodge, which are located adjacent to the Main Hall. All single en-suite rooms have bed linen, towels, a complimentary pack of toiletries, tea and coffee making facilities, hairdryers and alarm clocks. An iron and ironing board is available on request.

Meals & refreshments

All meals will be served in the restaurant in the Main Hall.

Breakfast will be served from 07.30 to 09.00.

Lunch will be served from 12.30 to 14.00, but please refer to the programme for lunch break times.

The restaurant will be serving an evening meal from 18.00 to 19.30 on Monday, Tuesday and Wednesday for all delegates who have booked accommodation. If you have booked to attend the Annual Dinner on Wednesday, please see below for details.

Tea and coffee will be served during breaks in the Exhibitor Hall. Please refer to your programme for the time of the breaks.

Annual Dinner

If you are on the Gold Members or non-members package, or you have chosen the Annual Dinner as an additional option on your booking, you will receive a ticket for the Annual Dinner when registering. Please ensure you have booked the Annual Dinner with the Conference Manager prior to arrival at the conference as last minute bookings cannot be accommodated. The seating plan for the dinner tables will be sent to you before the conference. You will be able to place yourself on a table of your choice. If you do not receive notice of this facility, then the conference package you have chosen will not include the Annual Dinner. If you have not booked the Annual Dinner but are resident, please go to the restaurant for an evening meal.

The Annual Dinner will be held in the Library and the dress code is formal evening wear. A drinks reception will be held immediately before the dinner from 19.00 to 20.00 in the Main Hall. For delegates wishing to continue the evening after the dinner, an informal late night party will be held in the bar off the Main Hall. Consideration should be shown to others who are not taking part.

Quiz Night

On Tuesday 12th April at 19.45 in the Library, the annual Quiz Night will take place. This evening is usually one of the highlights of the conference and not to be missed. So after dinner, get a drink from the bar, get in a team and join in the fun. Don't worry if you are at the conference on your own, come along and join a team. It's a great way to meet people without having to talk ergonomics!

We are grateful, as ever, to Taylor & Francis for sponsoring the quiz night, and the real ale. The venue's own bar will be open afterwards until midnight.

Facilities

There are no shops at Stoke Rochford Hall but there are a small amount of items for sale at reception, including some toiletries, confectionary and drinks. A small selection of newspapers is available from reception each morning. However, if you have a specific request, you can place an order at reception the previous day.

A cashback service, using a current bank debit card, is available at reception from 07.30 to 22.00. In addition, cheques, accompanied by a current bankers card, may be changed at the Finance Office until 17.00 and, thereafter, in the Terrace Bar. There is a £1 handling charge for these facilities. The nearest banks are in Grantham, a 20 minute journey away.

Internet access

Wifi internet access is available throughout the Main Hall and session rooms. You will need an ethernet cable for access in your accommodation at Stoke Rochford.

Exhibitors

The conference exhibitors will be in the Exhibition Hall on Tuesday 12 April and stay until late Wednesday or Thursday morning. At the end of the first day of sessions at 17.30 we would request that you visit the Exhibition Hall for the poster display and drinks reception. We are grateful to

Guy Osmond again this year for sponsoring this event. The following exhibitors will have a stand during the conference:

Taylor & Francis
Kister

Guy Osmond
Ashgate Publishing

Tracksys

Delegate bags

The Institute has decided to go green in offering you a bag that is made from cotton and is recyclable. This bag can be used after the event for carrying shopping, saving the harmful environmental use of supermarket plastic bags. Extra bags can be purchased from the registration desk.

Programme

Since the programme was first published in December 2010, a number of authors have withdrawn. This has required the Programme Secretary to rearrange the programme to accommodate these changes. If you are the presenter of a paper or a workshop, please study the programme as it appears on the conference website, and notify the Conference Manager of any errors or changes you wish to make. The final printed copy of the programme will be included in your delegate pack, which you will receive when you register. The programme will be printed on 14 March, so any changes notified on or after that date will not appear in the programme.

Membership services

The membership services stand will be situated in the Exhibition Hall. A representative of the membership services committee will be available on the stand during lunch and coffee breaks to answer any queries you may have regarding your membership. If you are not an IEHF member, they will be very happy to talk about membership options available to you.

Presenters and chairs

If you are presenting a paper or chairing a session, there is a separate document for you to download from the website. Please read this carefully to prepare for your task.

Changes to your booking

If you wish to make any changes to your original booking, please contact Sue Hull at the Institute office. As final numbers will be given to the venue several weeks in advance of our arrival, it will not be possible to change delegate requirements at the last minute.

May I take this opportunity to wish you a successful and enjoyable conference and assure you that if we can be of further assistance to you either now or at the conference, please do not hesitate to contact myself or any member of the secretariat.

Sue Hull

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