

JOINING INSTRUCTIONS - LAB EXCELLENCE, BEST PRACTICE DESIGN, OPERATION AND MANAGEMENT CONFERENCE, WELLCOME TRUST GENOME CAMPUS, CB10 1SA, 12 DECEMBER 2017.

Dear Conference Delegate

We are looking forward to welcoming you to the "Lab Excellence: Best Practice Design, Operation and Management" Conference, taking place at the Wellcome Trust Genome Campus, CB10 1SA on Tuesday 12 December 2017 with registration from 09.00 for a 10.00 start. The Conference programme is attached, as is the flyer (further dissemination of which would be appreciated). See below for the numbered sections providing:

- 1. Details of all sessions, speakers and exhibitors, including minor amends since the programme was sent for print.**
- 2. Information on accessing the S-Lab Conference App.**
- 3. Timings, luggage and other details about the day.**
- 4. Registration details for 8 (capacity-limited) on-site tours.**
- 5. Travel information, including procedures for taxi arrivals.**
- 6. On-site accommodation (£74.50 + VAT per single room) booking details.**
- 7. Conference Contact.**

We look forward to seeing you soon.

Kind regards

Helen Exton

Conference Manager

S-Lab

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1. Conference Sessions, Speakers and Exhibitors

The full Conference Programme has now gone to print: a PDF is accessible via the home page www.effectivelab.org.uk or the link below. You will receive a printed version of the Programme at registration. We have 9 parallel streams so we definitely recommend planning your sessions from the full Programme, prior to arrival in order to get the most out of your attendance. Any updates received after printing, will be included in the S-Lab Conference App (see item no. 2. below).

Direct link to the printed Conference Programme:

<https://www.dropbox.com/s/3i2a02nmbxihrv8/Cambridge%20Programme%20Final.pdf?dl=0>.

2. Get the 2017 S-Lab Conference App

New this year we are trailing a Conference App. The App includes much of the detail of the Conference Programme PLUS the delegate list, speaker biographies (where provided) and updates on any changes to speakers, exhibitors, sessions etc.. This time we are still producing a full printed Conference Programme but obviously we would like to save paper and move towards less printed material, with a downloadable phone app as well. We welcome your views on this, and suggestions as to how the web app could be improved.

You will shortly receive a separate email with instructions on how to access the app and how to get the most out of it. Please check your junk mail/spam filters.

3. Registration and Conference Arrangements on Tuesday 12 December

Delegate registration is open from 09.00-10.00. The exhibition also opens at 09.00. The keynotes begin **promptly at 10.00** (in the Main Auditorium/Francis Crick Auditorium). Please arrive promptly. (The venue has coat racks, lockers and a luggage storage room. Please note, this is not staffed, and items are left at your own risk.) Conference sessions end at 16.40 with some tours ending slightly later.

4. Information on campus tours and how to register.

Please note that if interested, exhibitors need to register for the 10.10 hours tour.

Tours of the Sanger Institute 'DNA Pipeline' labs are being offered throughout the day, with additional tours of the new EBI Building and Campus waste management facilities at 1600 (see K section of the agenda). The 'DNA Pipeline' labs were opened at the end of 2016 by the Prime Minister and the tour will see sample preparation, DNA sequencing and other DNA analysis platforms. Site capacity to run tours is limited, and so places are restricted. Those who have pre-registered via <https://wgctours.eventbrite.co.uk> will be given priority. On the day, check at the S-Lab Registration Desk to see if places are still available. The S-Lab Registration Desk is also the assembly point for tours - please be on time as the tour locations are some distance away and timings are tight. (Please note: if you are on one of the last tours of the day, we recommend you take bags and coats and leave the venue directly at the end of your tour.)

5. Travel

The full address of the venue is: Wellcome Genome Campus Conference Centre, Wellcome Genome Campus, Hinxton, Cambridge, CB10 1RQ. The Campus is in a semi-rural location about 10 miles south of Cambridge, with no access by public transport. See this link for travel options: <https://conferencecentre.wellcomegenomecampus.org/contact/getting-here/>.

Public transport: Cambridge is on the main line from London King's Cross. Whittlesford, Great Chesterford and Audley End stations are on the line from London Liverpool Street to Cambridge. The journey time from London is under an hour. Please note that Whittlesford and Great Chesterford stations do not have a taxi rank or telephone. Please use either Cambridge or Audley End stations if a taxi has not been pre-booked.

Parking: There is free car parking for delegates and exhibitors at the venue. As the venue is a secure campus, upon arrival at the entrance barriers please drive into the middle lane (lane 2) where there is a small security kiosk and a member of the security team will check your name against the delegates' list or you can download a parking permit (downloadable from the link below) and present it at the kiosk. You will be allowed access through the barriers and directed to the Conference Centre Car Park.

A car parking permit is available to download from the foot of this page:

<http://www.effectivelab.org.uk/cambridge.html>

Arrival by taxi: If you are travelling by taxi, as the venue is a secure campus, upon arrival at the entrance barriers please advise the driver to drive into the middle lane (lane 2) where there is a small security kiosk and a member of the security team will check your name against the delegates' list and direct your driver to the Conference Centre Reception. Taxis can drop off delegates directly outside the Conference Reception doors.

The venue has provided us with a list of local taxi companies and an indication of prices.

Available to download from the foot of this page:

<http://www.effectivelab.org.uk/cambridge.html>

At Conference closure, we will try and pre-book taxis to be waiting outside the venue. A list of local taxi company phone numbers will be available at the S-Lab Registration Desk.

6. Accommodation

The venue has a small number of rooms available at its own on-site hotel. Delegates can book and pay for their own bedrooms. Please book directly with the Wellcome Genome Campus Conference Reception team - say you are attending the S-Lab Conference. Rates are based on a 24hr cancellation policy. Single occupancy B&B- £74.50+vat / Double occupancy B&B – £90.83+vat

Wellcome Genome Campus Conference Centre | Wellcome Genome Campus
Hinxton | Cambridge | CB10 1RQ | UK | 01223
495000 Conference.reception@wellcomegenomecampus.org

Or you may prefer to compare various search engines such as Trip Advisor to find alternative options.

7. Conference Contact

In case of any difficulties on the day/during your attendance, please call the Conference helpline 07531 244208 or visit the Registration Desk situated opposite the main entrance to the Conference Hall.

And lastly please do “tweet” that you are attending the Conference at @Slab_UK



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12 December 2017 - 1 day Conference
Wellcome Trust Genome Campus, Hinxton
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