

31st BMSS 3-Day Meeting

Mass Spectrometry for a Changing World

Sunday to Wednesday : 5th – 8th September 2010

Cardiff City Hall

INFORMATION FOR DELEGATES

LOCATION

The BMSS Annual Meeting is being held in Cardiff City Hall

http://www.cardiffcityhall.com/CH_location_e.htm

Room locations within Cardiff City Hall for the Scientific Sessions, Poster Sessions, Workshop and Exhibition can also be found at this website

SCIENTIFIC SESSIONS, POSTER SESSIONS, WORKSHOP AND EXHIBITION

The Scientific Sessions – Monday to Wednesday 6th – 8th September - will be held in the Assembly Room (main lecture room), the Ferrier Hall and Room D all of which are located on the first floor of Cardiff City Hall.

The Scientific Programme is available on the BMSS website

<http://www.bmss.org.uk/Docs/Cardiff%20programme%202010.pdf>

The Poster Sessions will be split between rooms A,B,C,I and J – details of which poster numbers are allocated to which room will be available at the meeting. A list of all posters (other than late posters) is available on the BMSS website: <http://www.bmss.org.uk/Docs/Cardiff%20Posters.pdf>

New Users Workshop- Sunday 5th September – will be held in Room D

The Exhibition is in the Lower Hall, which is located on the ground floor of Cardiff City Hall.

REGISTRATION

Sunday :

15.00 to 18.00 in the Entrance Hall of Cardiff City Hall

Monday and Tuesday

08.00 to 12.00 in the Entrance Hall of Cardiff City Hall

12.00 to 17.00 in the Conference Office in room H on the first floor.

Wednesday :

08.00 to 12.00 in the Conference Office in room H on the first floor.

PARKING

There are no parking facilities at Cardiff City Hall for Delegates. Delegates are advised to travel by train or use city/hotel car park facilities.

ACCOMMODATION

Accommodation is being handled on behalf of the BMSS by the Cardiff Convention Bureau – bookings can be made *via* the BMSS website <http://www.bmss.org.uk/cardiff/cardiff.html> . The Bureau will be present at registration on Sunday afternoon and Monday morning to deal with any queries.

LUNCH

Lunch – a finger buffet - will be served in the Marble Hall in Cardiff City Hall (**BY TICKET, distributed at registration**) with coffee served in the Exhibition Hall.

Monday and Tuesday 12.30 to 13.30

Wednesday 12.00 to 13.00

TEA and COFFEE

MONDAY & TUESDAY – morning, lunch and afternoon - served in the Exhibition.

WEDNESDAY – morning only served in the Exhibition (lunch time served in the Marble Hall)

SPECIAL DIETS - All meals will have a vegetarian option available. For other special diets please make yourself known to the catering staff.

CONFERENCE OFFICE

The Conference Office : The office will be located in room H on the first floor of the Cardiff City Hall and will be open from 15.00 to 18.00 Sunday 5th September; from 08.00 to 19.30 Monday and Tuesday, 6th & 7th September and from 08.00 to 15.00 on Wednesday 8th September.

Telephone : The number in the Conference Office is +44(0) 29 2087 1715 or mobile +44 (0)779 282 9794

Messages : Messages can be passed to the Conference Office BUT the office staff will not seek out individual delegates. A notice board will be available at the conference office where messages will be displayed or may be posted.

INTERNET ACCESS

Free WiFi access is available throughout Cardiff City Hall – connect to *Cardiff Free Zone*.

SCIENTIFIC PROGRAMME

The Scientific Programme is available on the BMSS website -

<http://www.bmss.org.uk/Docs/Cardiff%20programme%202010.pdf>.

Any amendments to the programme will be distributed at registration in the Delegate Wallets.

SPEAKERS

ALL SPEAKERS **MUST** bring their presentations (which **must** be in Powerpoint v 2003 or later) on CD or USB memory stick to the Conference Office by lunch time (at the latest) on the day **before** they are due to give their oral presentation – alternatively, presentations can be e-mailed in advance of the meeting to the BMSS Administrator at bmssadmin@btinternet.com.

Speakers for Monday are asked to bring their presentations to the Conference Office as soon as they arrive on Sunday or e-mail them in advance to the BMSS Administrator at bmssadmin@btinternet.com.

NOTE – there is a limit of 10MB for e-mailed presentations.

POSTERS

Posters will be displayed in Rooms A,B,D I AND J – allocation of poster to room will be available at registration.

Poster Boards : The boards are Portrait 1 metre wide and 2 metres high: posters are affixed with Velcro - please bring your own Velcro.

Displaying posters : Delegates whose abstracts have been accepted as posters can consult the BMSS Website <http://www.bmss.org.uk/Docs/Cardiff%20Posters.pdf>

or the Abstracts Book which will be issued at registration, to obtain the number of their poster.

Posters may be put up between 16.00 and 18.00 on Sunday 5th September or before 09.00 on Monday 6th September and remain in place until 17.30 on Tuesday 7th September.

Poster sessions are **ODD** numbers on Monday 6th September 2010 and **EVEN** numbers on Tuesday 7th September 2010.

NOTE - Poster Presenters should have lunch before presenting their poster.

Posters must be removed by 09.00 on Wednesday 8th September 2010 – any that have not been removed will be trashed.

ABSTRACTS BOOK

The Abstracts Book (and information for late breaking posters) will be distributed at registration in the Delegate Wallets. All abstracts should be available for viewing on the BMSS website.

NEW USERS WORKSHOP Sunday 5th September

The Workshop will be held in Room D from 16.00 hours – Any delegate is welcome to attend – no prior booking is required.

EXHIBITION

The Exhibition will be located in the Lower Hall. A list of the Exhibitors to date is available on the BMSS website www.BMSS.org.uk There are a number of slots in the scientific programme which allow delegates an opportunity to visit the exhibition.

An Exhibitor's Wine Reception (*sponsored the BMSS*), to which all delegates are invited, will be held in the Exhibition Area on Monday 6th September 2010 from 17.30 to 18.30.

SOCIAL NETWORKING PROGRAMME

We encourage you to join us at all our social events for this year's Conference. The social networking has always been an important and key part of BMSS meeting. This is the first venture away from the University system and so we want to maintain the community feel that has always been a strength of this society. See Insert for full details but below is brief outline of the events planned. We look forward to seeing you at these events.

Sunday 5th September –

Opening Mixer at Cardiff City Hall 18.30 followed by an Informal Gathering at the Old Arcade in Cardiff City Centre – open to all delegates

Mixer - Nibbles and drinks served and a chance to experience the DC pig Derby.

Informal gathering at Old Arcade with a light buffet provided by the venue – admission by Delegate Badge.

Monday 6th September

Wine Reception in the Exhibition Area 17.30 – 18.30 – open to all delegates and exhibitors

An evening at the Yard (Cardiff City Centre) with Arnie & Graham 20.00 – to late- open to all delegates and exhibitors – admission by BMSS delegate/ BMSS exhibitor badge

Exclusive access to the top floor of this prime venue, with a drinks promotion (2 for 1 cocktails until 21.00 and beer promotion on two barrels) and buffet available to those wearing delegate or exhibitor badges. The evening highlight will commence around 21.00 with live music provided by Arnie Cottrell and Graham Bushell.

Tuesday 7th September

Reception and Conference Dinner at the Museum of Wales (admission by pre-booked ticket only) 18.45 – 23.00

A Reception in the viewing galleries of the Museum followed by the Conference Dinner in the atrium of the museum. Dress Code – smart casual – preferably no jeans or tee shirts please.

If there is other information you require please contact

Anna Upton

BMSS Administrator

Tel: +44 (0)1582 793906* E-mail: BMSSAdmin@btinternet.com

*** NOTE This numbers will NOT be manned after Friday 3rd September 2010. Please ring +44(0)779 282 9794 (available 14.00 – 17.00 on Sunday 5th September 2010) and thereafter on the Conference Office telephone number when the office is open – see above under Conference Office.**