

JOINING INSTRUCTIONS FOR DELEGATES & EXHIBITORS (UPDATED)

Dear attendee,

We are very much looking forward to welcoming you to euspen's Quality Control for Additive Manufacturing meeting being held at the Advanced Manufacturing Training Centre at the MTC in Coventry, UK on 23rd-24th January 2017.

To help you with your planning, we have provided a summary of key information for the meeting. A detailed [programme](#) is also on our website advising each presenter of their allocated time slot in the relevant session. For planning purposes, the presentation timings are as follows:

Keynote and state-of-the-art review presentations have been allocated 25 minutes + 5 minutes for questions; oral presentations 15 minutes + 5 minutes for questions and commercial presentations are allocated 5 minutes each.

Venue address

Advanced Manufacturing Training Centre

Manufacturing Technology Centre (MTC)

Pilot Way, Ansty Business Park, Coventry CV7 9JU

(If you are using your SAT NAV please use: CV7 9RD)

Conference registration

The registration desk is situated inside the Advanced Manufacturing Training Centre and will be open on **Monday 23rd January 2017** from **08:15am-09:00am**. Please ensure you have registered for this event. [Registration](#) should be made online.

Oral presenters

Presentations should be handed in to a member of euspen staff or helper on a flashdrive/USB stick either before the start of the day or during coffee breaks. Please note that presentations should be submitted as early as possible before the assigned presentation time to allow minimum disruption to the agenda. Presentations should be in PowerPoint format only (aspect ratio 16:9).

Exhibitor guidance

Delegates who have registered as an exhibitor will have their 6ft clothed trestle table allocated upon arrival. There will also be space for one roll-up banner next to their table. The timings of the commercial presentations are found on the website [programme](#). Exhibitors may set up from **07:00am** on Monday 23rd and Tuesday 24th January 2017.

Pre-delivery and storage

Items may be couriered to arrive on **Friday 21st January** and all packages should be addressed to the below:

The Manufacturing Technology Centre
Goods In
euspen Conference c/o Sarah Riley, Events Team
Pilot Way
Ansty Business Park
Coventry
CV7 9JU

Tour of the MTC facility

On **Monday 23rd January** 2017 at 16:30pm a tour of the MTC facilities will take place. Delegates will be placed into an appropriate group size and you will be directed to your tour by a representative from the MTC. The tour is included in your registration fee. Due to strict security protocols implemented at this facility, ***please remember to bring your photographic ID with you otherwise you will be refused entry to some parts of the tour.***

Networking dinner

The evening dinner is included within your registration fee and will take place after the tour of the MTC facilities. The dinner will be held on the Mezzanine Level (1st floor) inside the Advanced Manufacturing Training Centre.

Travel & parking information

Our [travel](#) page will provide you with information on hotels and travelling to the MTC in Coventry, UK. There is free on-site parking.

On behalf of the organising committee (DOMIN, euspen, MTC, NPL and University of Nottingham), we wish each of you a pleasant and safe journey and look forward to meeting you soon.

Kind regards,
Dishi

Mrs Dishi Phillips

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