

SIG: Structured & Freeform Surfaces

27th – 29th November 2018, École Normale Supérieure, Paris-Saclay, Cachan, FR



Dear attendee,

We very much look forward to welcoming you to euspen's Structured & Freeform Surfaces meeting in Cachan, France. To help you with your planning, we have provided a summary of key information for the meeting.

Venue address:

Alembert Building
École Normale Supérieure
Paris-Saclay
Cachan, FR

Address for transport/taxi:

61 avenue du
Président Wilson
94230
Cachan, FR

***Alembert Building** just in front of the main entrance. The area will be signposted and students will be around for assistance*

Registration: the euspen registration desk can be found on the ground floor inside the Alembert building. Collect your delegate badge for the workshop, tutorial and SFS meeting from the euspen registration desk.

Workshop: If you are registered for the EMPIR project workshop on **Tuesday 27th November 2018 (09:30-13:00)**, please make your way to the euspen registration desk between 08:45-09:15. You will be guided to the meeting room.

Tutorials: If you are registered for the Analysis of complex surfaces with Mountains® 8.0 tutorial on **Tuesday 27th November 2018 (13:00-17:00)**, please make your way to the euspen registration desk between 12:30-12:45. You will be guided to the meeting room.

SFS meeting registration: The euspen registration desk is situated inside the Alembert Building on the ground floor and will open on **Wednesday 28th November 2018** from **08:00-08:45**.

Table-top exhibition

The exhibition area is on the ground floor of the Alembert Building. Exhibitors may set-up from 08:30 hours on Tuesday 27th November 2018. Your allocated table and space will be marked out for you. Please be advised the exhibition area will not be security monitored during the day but will be locked every evening. A commercial session for you to make a short company presentation is on Wednesday 28th November 2018 at 12:40pm. Please hand in your presentation on a flashdrive/USB stick during the morning coffee break at **11:10-11:35**.

The exhibition will be open throughout the two day event and coffee breaks and lunch will be served in this area. Visit the exhibitors to learn about and discuss their latest products and services.

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 (16:9) only.

Poster presenters

Posters will be displayed throughout the event on the ground floor next to the **euspen** registration desk and table-top exhibitors.

A dedicated poster session takes place on **Thursday 29th November 2018** at **10:10-11:15**. All posters (A0 size portrait) should be displayed on the poster boards upon arrival against their allocated poster number (see attached documents).

Laboratory Tours (LNE Laboratories)

On Wednesday 28th November, LNE laboratory tour will take place. You will be directed to your tour by a representative at the end of the day towards the coaches. The tour is included in your registration fee. Transport will be provided immediately after the tour as we head to the restaurant for the networking dinner.

Networking dinner

The evening dinner is included within your registration fee and will take place after the laboratory tour at Le Grand Bistro. Transport has been provided to the restaurant directly after the laboratory tours and will be returning to École Normale Supérieure, Paris-Saclay, Cachan, FR. If you are not joining the laboratory tour, you will need to make your own arrangements to the restaurant. Please arrive by **19:00 hours** at Le Grand Bistro, 10 Chaussée de la Muette, 75116 Paris, France.

Travel & parking Information

Our travel page will provide you with information on hotels and travelling to France.

On behalf of the **euspen** team, we wish each of you a pleasant and safe journey and look forward to meeting you soon.