

## 13<sup>th</sup> International Conference on Laser Metrology, CMM and Machine Tool Performance

Dear Delegates,

We very much look forward to welcoming you soon to euspen's 13<sup>th</sup> International Conference on Laser Metrology, CMM and Machine Tool Performance at the Advanced Manufacturing Research Centre (AMRC), Sheffield, UK.

To help you with your planning, we have provided a summary of key information for the meeting.

### **Venue Address**

Knowledge Transfer Centre, Advanced Manufacturing Research Centre, Brunel Way,  
Catcliffe, S60 5TZ

Lamdmap takes place inside the AMRC Knowledge Transfer Centre. Look for the **PINK** coloured building.

### **Conference Registration**

The registration desk will be situated inside the AMRC Knowledge Transfer Centre and will be open on Wednesday 13<sup>th</sup> March 2019 from 08:30 - 09:00am.

### **Meeting Keynote, Oral and Commercial Session Presenters**

All presentations will take place in the auditorium (apart from the poster presentations which will take place in front of their poster).

Session keynote presentation times: 25 minutes + 5 minutes for questions

Oral presentations: 20 minutes + 5 minutes for questions

Commercial presentations: 10 minutes each

Please ensure all presentations are in **PowerPoint format** only and all sound and video must be embedded into the presentations and brought in on a flashdrive/**USB** to be loaded onto the integrated AV equipment on-site. No other formats are supported and no laptops are permitted to be plugged into their equipment.

***Presentations should be handed in to a member of euspen staff or helper on a flashdrive/USB 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.***

### **Poster Presenters**

Posters will be displayed throughout the event.

However, one dedicated poster session will take place on Wednesday 13<sup>th</sup> March 2019 from 15:15 – 16:00. All posters (A0 size)

Poster presentations in front of their poster: 5 minutes each

### **Table-Top Exhibition**

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

### **Exhibitors**

Tables will be allocated upon arrival to organisations who have reserved a table. Exhibitors can find some exhibitor guidance from our website [here](#). A dedicated commercial session will take place on Wednesday 13<sup>th</sup> March 2019 at 16:00 for exhibitors to give a 10 minute presentation about the company and its capabilities.

### **Networking Dinner - Wednesday 13<sup>th</sup> March 2019**

The evening dinner is included within your registration fee and will take place after the commercial sessions at Holiday Inn Royal Victoria, Sheffield. Transport has been provided to the restaurant directly after the commercial sessions

### **Transport to AMRC on Wednesday 13<sup>th</sup> & Thursday 14<sup>th</sup> March 2019**

At 08:00am on Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> March 2019, a coach has been organised to collect delegates from the Holiday Inn Royal Victoria, Sheffield to bring you to the Advanced Manufacturing Research Centre (AMRC). **If you require transport please ensure you indicate this on your registration form.**

### **Travel Information and Maps**

Information regarding travel and maps can be found on our website [here](#).

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