



JOINING INSTRUCTIONS

www.euchems2018.org

Thank you for registering to attend the 7th EuCheMS Chemistry Congress.

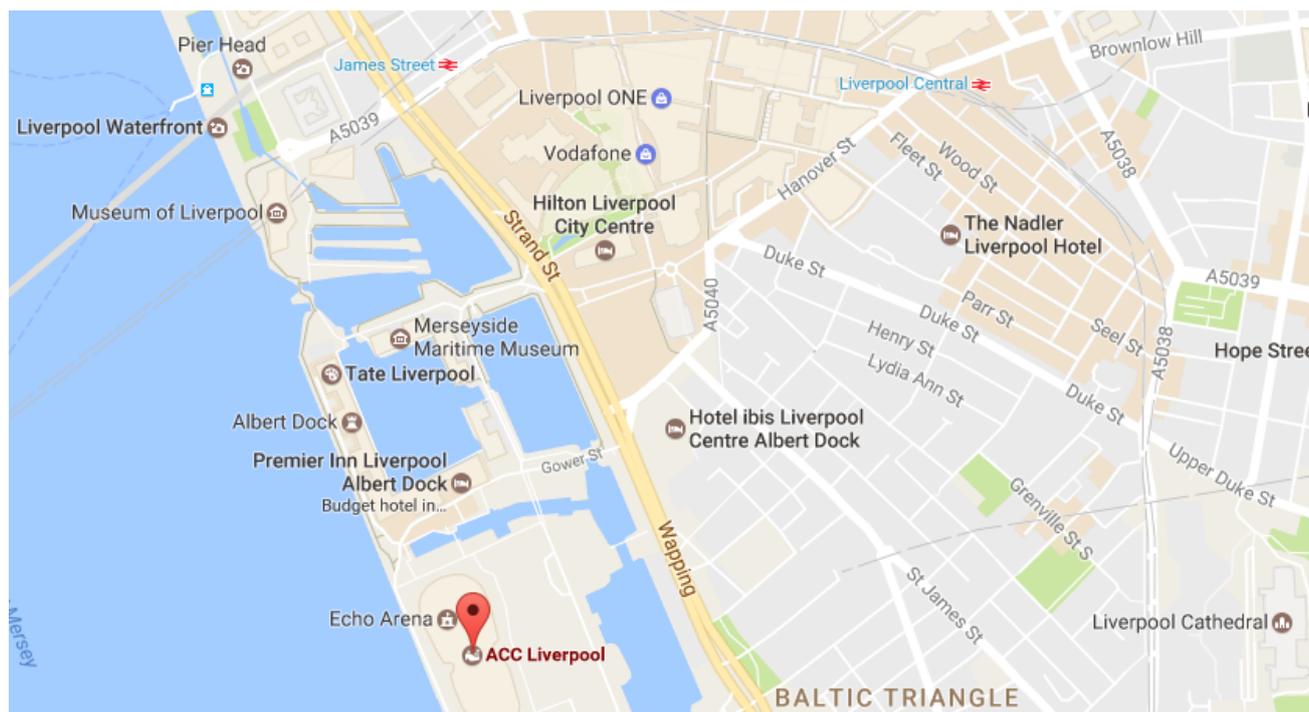
VENUE

The Congress will take place at the ACC Liverpool.

Address

ACC Liverpool
Kings Dock
Liverpool Waterfront
L3 4FP
Tel: 0151 475 8888

Directions can be found [here](#).



TRAVEL

Train: The nearest mainline train stations are Liverpool Lime Street and Liverpool Central, a short taxi ride, or approximately a 20 minute walk to the ACC Liverpool.

Live train information and advance ticket bookings are available at www.thetrainline.com. You can also purchase rail tickets from most train stations.

Please note that London Euston train station will be closed with no services to or from the station on Saturday 25, Sunday 26 and Monday 27 August. Alternative routes from London to Liverpool are from London King's Cross station via Leeds, Doncaster or Birmingham.

Taxi: From Liverpool Lime Street train station to the ACC Liverpool a taxi will cost approximately £5-7. If you are arriving by taxi, please request that you are dropped off at the ACC Liverpool. If you require any assistance with travel whilst onsite at the Congress, you can seek assistance at the registration desk.

Bus: Coaches from London Victoria station, London Heathrow Airport and London Gatwick Airport to Liverpool city centre can be [booked via National Express](#). The CityLink bus departs Liverpool Lime Street station every 12 minutes and stops at the ACC Liverpool.

Car: Pay and display parking is available to Congress delegates and costs up to £15 per 24 hours. [More details can be found here](#).

Air: Liverpool John Lennon airport is served by local buses (journey time approximately 45 minutes) or a short taxi ride (approximately 20 minutes). Manchester International airport is served by direct trains from Liverpool Lime Street, with a journey time of approximately 1 hour. Taxis take 45 minutes.

CONGRESS REGISTRATION

The registration desk will be open from 14:00 on Sunday 26 August and will be located on the Lower Level of the ACC Liverpool. Please do not arrive before this time, as entry will not be possible. The registration desk will remain open throughout the Congress from 08:00 until the last session has finished each day.

The registration area will be divided into sections in order to reduce queuing times. The sections are alphabetical by last name and are as follows:

A-G
H-O
P-Z

Please ensure you stand in the correct queue according to your last/family name.

There will be a separate registration lane for Scientific Committee / Local Organising Committee / Exhibitors / Sponsors / Press / Plenary speakers / Keynote speakers.

Upon registration, you will be given a name badge and a delegate pack, which will include an electronic copy of the abstract book and full programme for the Congress. Please refer to the programme for timings and location information of all sessions and refreshment breaks. A provisional programme is available to download from the [Congress website](#). Any late changes to the programme will be updated on the website and also through notifications on the EuCheMS Congress App. This can be downloaded from the Apple App Store and the Google Play store. You will need to sign into the app in order to access the scientific abstracts and to retrieve your personal itinerary.

Refreshments will be available during registration. The Congress officially starts at 16:30 with the Opening Ceremony, followed by two plenary talks.

Signage will guide delegates between the theatres and poster/exhibition display areas, and a floor plan can be found in the programme booklet that will be given to all delegates on site. There will also be stewards at the Congress who will be able to help direct you.

ONE-DAY REGISTRATIONS

One-day registration includes attendance at all sessions on the day you have registered to attend, refreshments and lunch and any additional activities taking place on the day you have registered to attend such as poster sessions or social events. Upon registering onsite, you will be given a badge specific to that day in addition to a delegate pack. We request that you return your badge at the end of the day.

ACCOMPANYING PERSONS

If you have registered your guest as an accompanying person they will have access to the exhibition areas, all refreshments and lunches throughout the week, the welcome reception on Sunday evening and the concert on Monday evening. Accompanying persons' registration does not include attendance at any scientific sessions or the Congress dinner on Wednesday. Tickets for this must be purchased in addition to the accompanying persons' fee.

NAME BADGES

Badges and lanyards will be issued to all delegates. It is essential that delegates and accompanying persons wear their badges at all times to ensure access to the Congress areas, the catering stations and exhibition areas. Anyone without a badge will be refused access to the Congress and the catering stations.

The ACC Liverpool take security very seriously, and people coming into the venue without lanyards and name badges will be stopped.

STAFF ONSITE

Organising staff onsite will be wearing grey polo shirts with the Congress logo and image of Liverpool and stewards will be wearing blue t-shirts with the Congress logo. If you need any assistance, please ask someone wearing one of these shirts. If you have any questions, there will always be someone at the registration desk.

CERTIFICATES OF ATTENDANCE

If you requested a certificate of attendance during registration, it will be available to collect from the registration desk on Wednesday and Thursday. If you did not request a certificate during registration and would like one, please email ecc7@rsc.org and we will email it to you after the Congress.

EXHIBITION

The exhibition will run from 14:00 on Sunday 26 August until 14:30 on Thursday 30 August. Detailed opening hours are available [on the website](#). A list of exhibitors and a map of the exhibition area is available [on the website](#).

FINANCE

Delegates are required to pay their Congress registration fees in full prior to your arrival. If you have not yet paid to attend the Congress, please contact ecc7@rsc.org immediately to arrange payment.

ACCOMMODATION

If you have booked accommodation with the Liverpool Convention Bureau, please ensure that you bring with you all hotel booking confirmation details in order to check-in to your accommodation. Please make a note of your check-in and checkout times and hotel address, and remember to checkout before you come to the Congress on the final day.

If you have not already arranged your accommodation, it can be booked via [Liverpool Convention Bureau](#).

CATERING

Refreshments will be served at the following times:

	Morning	Lunch	Afternoon	Evening
Sunday 26 August			14:00 – 16:00	19:10 – 20:00
Monday 27 August	10:30 – 11:00	13:00 – 14:30	17:00 – 19:00	
Tuesday 28 August	10:30 – 11:00	13:00 – 14:30	17:00 – 19:00	
Wednesday 29 August	10:30 – 11:00	12:30 – 14:00	15:30 – 16:00	
Thursday 30 August	10:30 – 11:00	13:00 – 14:00		

Lunch is provided for all delegates on Monday, Tuesday, Wednesday and Thursday. Lunch is not provided on Sunday.

EVENING MEALS

Evening meals are not included in the registration fee. There is a good selection of restaurants in the Albert Docks area close to the Congress venue, and in central Liverpool, which is a short walk or taxi / bus ride away.

ORAL PRESENTATIONS

The screens in the lecture theatres are 4:3 ratio, with the exception of the plenary room, which is 16:9, so please format your slides accordingly. All oral presenters are required to load their presentations in advance of their talk by going to the speaker preview room (Room 10) on the upper level of the venue where there will be technicians to assist with this. Ideally, you should be in the room of your talk from the beginning of the session, but at a minimum, no less than 15 minutes before your talk is due to start.

POSTER SESSIONS

There are two poster areas at the Congress. Posters will be distributed across the two areas as follows:

Conical poster area, Arena	F block poster area, Hall 2
Chemistry in the life sciences	Catalysis
Inorganic chemistry advances	Energy, environment and sustainability
Organic chemistry advances	Materials, interfaces and devices
Physical and analytical chemistry advances	

After poster presenters have collected their badge and delegate pack, they should locate their respective poster area, where a list of all posters and board numbers will be on display. The list will show the board number allocated to each poster. If you are presenting more than one poster, please be aware that this may be on a different day and in a different area.

Poster boards are 2 metres high by 1 metre wide (portrait orientation). Please note that posters can only be attached to boards using the velcro dots provided. Pins should not be used under any circumstances and will be removed from boards if found.

If you cannot find your name on the poster list, please go to the poster desk and speak to a member of staff who will be able to assist.

There are two poster sessions, therefore we request that poster presenters stand by their poster board during only one of the sessions, as follows:

Monday 27 August, 17:00-19:00 odd numbered posters (e.g. PC101, PC103)
Tuesday 28 August, 17:00-19:00 even numbered posters (e.g. PP102, PP104)

Posters should be on display for the entire Congress.

Please note that whilst there are poster printing facilities onsite, provided by the ACC Liverpool, it takes time to get posters printed, so we recommend that you bring your poster ready-printed.

CONGRESS DINNER

The Congress dinner will take place on the evening of Wednesday 29 August at Liverpool Cathedral at 19:30. Coaches will take delegates from the ACC Liverpool to the Congress dinner venue, departing the ACC Liverpool from outside the riverside entrance of the building at **19:10**. To attend to the Congress dinner and pre-dinner drinks, you must have pre-purchased your ticket. Please ensure that you bring your Congress name badge with you to the dinner as this is also your dinner ticket. Those that have purchased a dinner ticket will be marked with * on their name badge. If you think that you have purchased a dinner ticket but do not have * on your name badge, please speak to a member of staff as soon as possible.

If you have booked to bring a guest to the dinner and they are not attending the Congress as an accompanying person please ensure that they arrive with you as their dinner ticket is marked on your name badge. If your dinner guest is also attending the Congress as an accompanying person then their dinner will be marked on their own badge, which they must bring with them to dinner.

Coaches will be provided back to Liverpool city centre after the dinner has finished and we advise that all dinner guests make use of this service. The coaches will drop off at two locations in Liverpool city centre (nearby the Britannia Adelphi Hotel and nearby the Holiday Inn City Centre) as well as the ACC.

If you have not purchased a ticket to attend the dinner and would like to attend, please contact ecc7@rsc.org as soon as possible. Dinner tickets cannot be purchased on site at the Congress.

LOCAL EXCURSIONS

There will be an Excursions North desk in the registration area throughout the Congress. If you would like to book a walking or day tour, please visit the desk and speak to the Excursions North member of staff.

INTERNET ACCESS

Wireless internet access will be available on site. Click on the FREE_WIFI. No passcode is required.

CONGRESS APP

You can download the EuCheMS Congress app from the Apple App Store and Google Play store. The app allows you to view the programme, create your itinerary, view sessions and get Congress updates and notifications. Any late changes to the programme will be posted on the Congress app and sent out as push notifications from the app.

LUGGAGE STORAGE

There will be limited luggage storage facilities available on Sunday and Thursday at the congress venue with a charge of £1 per item for this service. Security staff will be operating baggage checks upon entry to the ACC, so if possible, please leave your luggage at your hotel. Most hotels will hold your luggage prior to check-in or after check-out until you depart.

INSURANCE

We advise that all delegates ensure that they have adequate travel insurance arranged for their trip prior to the Congress. If you are from an EEA country or Switzerland please bring your European Health Insurance Card with you in order to access free or reduced cost hospital and health treatment.

GENERAL INFORMATION

The climate in Liverpool in August can be both mild and rainy so please bring suitable clothing for all conditions. The temperature is unlikely to fall below 20°C.

The currency in the UK is the British Pound (GBP). The Euro is not accepted anywhere with the exception of some shops within international airports. Money can be exchanged at banks and Bureau de Change.

The normal voltage and frequency of the electricity supply in the UK is 220/240v AC, 50 Hz. Plugs have three rectangular pins and delegates from outside the UK will usually need an adaptor in order to use their own appliances. Please ensure that you bring an adaptor with you, as the Congress organisers are not able to offer these for hire.

EMERGENCIES

For serious emergencies please dial 999 or 112 and request the service you need (fire, ambulance or police). For **non-emergency enquiries** the following numbers should be used:

Police – 101

Health – 111

ONSITE CONDUCT

We would like to remind you that the congress is a professional event and all delegates are expected to treat other attendees, including staff, with respect at all times. Under no circumstances will any form of harassment be tolerated. Congress participants violating these rules may be removed at the discretion of the organisers