

Institute of Ergonomics & Human Factors  
**ANNUAL CONFERENCE 2010**  
*Bridging the gap between theory and practice*



## **Exhibitor Joining Instructions**

### **Dear Exhibitor**

This is the information you need to attend the IEHF Annual Conference, on 13-15 April 2010.

### **Arrival**

If arriving by car or van you will need a car park permit which will be available from our website. Please display the permit on your dashboard as car parks are regularly checked. Please use the large car park outside the Chancellors Building where the conference will take place. The Exhibitor Hall is just inside the reception area on the right.

### **Setting up**

The rooms will be available to us at 16.00 on Monday 12 April. Please do not arrive before that time as it is in use by another client. The allocated spaces will be marked on the floor with your name and stand number. Each space will have access to a power socket. You will need to bring adaptors should you need more than one. Internet access is available throughout the public areas and accommodation blocks.

### **Breaking down**

The conference finishes at 13.00 on Thursday 15 April. The last time the delegates will be in the Exhibitor Hall is 10.45 on Thursday so breakdown can commence after that break. If you wish to break down on Wednesday after the 15.25 coffee break, then you are free to do so. Please clear away any boxes and leave the room tidy before you leave. Any items for collection should be taken to the reception desk and be clearly marked with destination details.

### **Deliveries and Collections**

Deliveries and collections should be addressed to:

Jane Bown, Institute of Ergonomics and Human Factors Annual Conference, Keele Conferences & Events,  
Darwin Building, Keele University, Keele, Staffordshire ST5 5BG  
Telephone 01782 734602

### **Programme**

The final copy of the programme will be in your delegate pack which you will receive when you check in, but the provisional programme that is now on the website is still current as far as timings are concerned. You are invited to the drinks reception on the evening of Tuesday 13 April 2010 which will be held in the Exhibitor Hall at 17.20. This event is sponsored by Guy Osmond from the Osmond Group Ltd.

### **Conference registration desk**

Please make sure you register to attend the conference by collecting your delegate pack and conference badge from the registration desk which will be open as follows:

Monday 12 April	16.00 – 20.00
Tuesday 13 April	08.00 – 17.00
Wednesday 14 April	08.00 – 17.00
Thursday 15 April	08.00 – 12.00

**Accommodation**

If you have booked accommodation through the IEHF, your key to your accommodation will be handed out at the reception desk in the Chancellors Building.

You may find it helpful to also read the delegate joining instructions which are on the website.

May I take this opportunity to wish you a successful and enjoyable conference and assure you that if we can be of further assistance to you either now or at the conference, please do not hesitate to contact myself or any member of the secretariat.

Sue Hull  
Conference Manager  
Institute of Ergonomics & Human Factors  
s.hull@ergonomics.org.uk