Dear Delegate,

Thank you for registering for the 11th International Conference on Compressors and their Systems.

In this e-mail we would like to inform you about the programme, conference venue, the requirements from the presenters, proceedings and other general information for attending the conference.

**Conference Programme**
The Conference programme is available online from the Conference web page [https://www.city.ac.uk/events/conferences/compressorsconference/conference-programme](https://www.city.ac.uk/events/conferences/compressorsconference/conference-programme)

**Conference venues**
The main conference (Monday 9th – Wednesday 11th September) will be held at City, University of London The entrance to use is in Northampton Square, London EC1V 0HB.

The Short Course (Saturday 7th – Sunday 8th September) will also be held at City, University of London, Northampton Square.

The Welcome Reception on Sunday 8th September at 6:30pm will be held in City Bar, entrance is on Goswell Road. Delegates are welcome to bring their partners or family to the Welcome Reception.

Venue details, maps and directions are available on the [website](https://www.city.ac.uk/events/conferences/compressorsconference/conference-programme).

The conference dinner (for ticket holders only) will take place on Day 1 (Monday 9th September) at The Royal Horseguards Hotel. Coaches will be available to take delegates from the university to the dinner venue and maps and directions will be provided for those who want to make their own way there.

Please note the dinner is only available to delegates who have pre-booked a ticket. You can collect your dinner ticket at registration.

The Social Reception (for all delegates) will take place on Day 2 (Tuesday 10th September) at St Bart’s Brewery. Maps and directions will be provided in conference delegate bags. The venue is a short walk or bus ride from the university. Delegates are welcome to bring their partners to the Social Reception.

**Proceedings**

All papers will be available to view digitally throughout the conference on the conference website under [Programme](https://www.city.ac.uk/events/conferences/compressorsconference/conference-programme), via the Conference4me app and on USB flash drives provided in delegate bags.

The proceedings of the 11th International Conference on Compressors and their Systems will shortly be published online by IOP Publishing which has a long lasting tradition in publishing conference proceedings. Please note, these are not yet live.

The proceedings will be published as Volume 604 of *IOP Conference Series: Materials Science and Engineering* – an open access journal from IOP Publishing.
You will be able to access publications by searching for volume 604 via http://iopscience.iop.org/journal/1757-899X

**Conference4Me app**

This year the Conference details are available through the Conference4Me app which can be downloaded free of charge to your iOS, Android or Microsoft phone/tablet.

Once you download the app through your app store, please search for International Conference on Compressors and their Systems 2019 in the tab for September 2019. The app will give you a full access to the programme, authors, abstracts and other relevant information to the conference. We will also use this app for your feedback during the conference and for voting for best student papers.

We strongly encourage delegates to do this as any updates during the conference (such as changes in the programme and rooms) will be communicated via the app.

**Twitter**

Please follow us on @CityCompressors where the latest information and updates for the Conference are available. We would also appreciate if you could send this to your contacts and tweet your positive impressions about the conference.

**Wi-Fi access at the Conference**

Wi-Fi will be available for attendees; information about logging onto the network will be made available at the registration desk at the start of the conference.

**Registration**

You can check your status for the conference if you login into Conftool and click on Show User Account Details. If you have any queries regarding your registration please contact our events team on events@city.ac.uk

Please note registration will close on Monday 2nd September.

**Conference dinner**

You MUST include the conference dinner registration in your booking if you wish to attend the dinner. If you have not included the conference dinner in your registration you will be unable to attend.

**Social Reception**

All delegates are invited to attend the Social Reception taking place at St. Bart’s Brewery on the evening of Tuesday 10th September and the Welcome Reception on the Sunday night before the conference.

We would be delighted to welcome partners to the Social Reception and Welcome Reception.

**Travel in London**

London Buses no longer accept cash. We advise those delegates wishing to use public transport during their stay in London to purchase an Oyster Card from a station. Money can be added to this in advance. Buses and trains also now accept contactless payment on your debit or credit card. More information can be found on the London Transport website.

**Instructions for authors and presenters only**

1. Each conference room will have a PC/laptop and screen for podium presentations. All PCs will be provided with Windows 10 and Microsoft Office Power Point. Presenters are expected to provide their presentations using MS Office Power point. Due to compatibility issues it is suggested that authors use the PCs provided to upload their presentations. In exceptional circumstances authors can connect their own laptops to the screen; however we recommend bringing your own adapter. We are not able to provide adapters for laptops including Macbooks.
2. Presenters must bring a copy of their presentations with them to the conference on a USB/flash drive. It is advisable to have a backup copy on an alternative USB. We also suggest that presentations are kept on a web based email account or sky drive as additional backup.

3. Presenters are asked to upload their presentation to the computer in the session room during the nearest break before the presentation.

4. Authors and presenters should provide brief biographical information on Conftool which will be supplied to the session chair the arrival to the conference. Please login into your account and update the biographical information.

5. Each paper is allotted 20 minutes - 15 minutes for presentation and 5 minutes for discussion. A two minute warning will be given to the presenter after 13 minutes of presentation.

6. Each session will have a Chair and a Co-chair. For the timing of your presentation and the name of the Chairperson please check the conference programme. Presenters are asked to make themselves known to the session Chair as soon as arriving at the conference.

7. You should arrive in the room allocated for your session at least 15 minutes before the start of the session in order to meet your chair and co-chair and test your presentation.

8. The co-chair, typically a graduate student, will handle the visual aids and projection equipment and assist you in any manner. The co-chair assigned to each session room will be responsible for collecting presentations and ensuring that they are unloaded in the appropriate folder on the session PC. If authors have special videos or AV requests, they should provide their own laptop. We have also requested that the presenters be prepared with a backup method.

9. We are NOT able to preload presentations for authors.

10. The programme is available on the conference website https://www.city.ac.uk/events/conferences/compressorsconference/conference-programme, and via the Conference4Me app. The programme will also be printed in the book of abstracts.

11. All papers are available digitally on the usb flash drives in delegate bags, on the Conference4Me app and on Conftool which is accessible through the conference website.

Please let us know if you have any questions or concerns.

Your Conference Organisers