

Essential additional Delegate and Guest Information

7th September 2011

Welcome to you all

Thank you for registering for ICOP 2011. We are grateful that so many of you have chosen to attend and many have brought guests – to whom we offer a warm welcome. We are also extremely grateful to our speakers and sponsors, without whom this event would not be possible.

This, the 7th quadrennial ICOP meeting, promises to be a lively and stimulating international event and we hope and trust that the content, venue and organisation exceeds expectations.

Please read, print and **retain** this additional information and bring it with you to ICOP.

Registration

An early conference pack collection desk will be operating at the delegate hotel – the Holiday Inn, (Peartree Roundabout, Oxford), in their Academy conference area, from about **16:00 to 18:00** on **Wednesday 21st September**. Please use this early facility to register your conference attendance, when you will be issued with your conference pack including bag, delegate badge, Conference Handbooks, any guest passes you have ordered and additional information.

All delegates can use this facility, whether or not you are staying at the Holiday Inn.

Please note: it will not be possible to register as a new delegate or change bookings at this time as we cannot take any payments.

Alternatively, on-site collection of pre-paid Full Delegate and pre-paid or new Day Delegate registrations can be carried out at the Examination Schools venue from 09:00 on Thursday 22nd and from 08:30 on Friday 23rd and Saturday 24th.

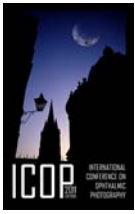
Don't forget to take your bag and badge on the coach to the venue the following morning!

Please, however, use the early collection facility at the Holiday Inn if at all possible to reduce queues and speed up the morning registration and collection process at the venue.

Registration (with full payment), collection and display of conference badges/passes are absolutely required prior to any entry into scientific session or trade exhibition areas.

*Please note: We can now no longer accept any new Full Delegate bookings nor any additional bookings for accompanying guests at evening events. These tickets are **all sold**. Last minute bookings at Day Delegate rates are still accepted on the website until Friday or via cash or cheque (UK sterling only) at the Examination Schools venue on any of the three days of ICOP.*

*It will not be possible to accept any website bookings after **Friday 9th September**.*



Meeting venue

All scientific sessions and the Trade Exhibition will be held at the University of Oxford's Examination Schools, High Street, Oxford OX1 4BG. There is no public access to the Schools.

Entry for delegates will be during the following times:

Thursday 22nd September: **Registration and Trade Exhibition: 09:00 – 17:00**
 Scientific Sessions: 10:00 – 17:00

Friday 23rd September: **Registration and Trade Exhibition: 08:30 – 16:00**
 Scientific Sessions: 09:00 – 16:00

Saturday 24th September: **Registration and Trade Exhibition: 08:30 – 13:00**
 Scientific Sessions: 09:00 – 16:00

Entry to the scientific sessions and exhibition is strictly controlled and is for **delegates only**. Guests/accompanying persons are not admitted. The conference will be conducted in English.

Transport

Free transport (see below for eligibility criteria) will be provided via coach transfers from/to the Holiday Inn to/from the conference venue with the following schedule:

Thursday 22nd September: **08:30 Holiday Inn to Examination Schools (Delegates only)**
 20:00 Bodleian Library to Holiday Inn
 (1 coach only, first-come / first-served, all welcome)
 (There will be no other return transfer to hotel on this day)

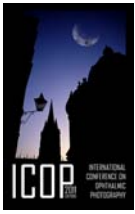
Friday 23rd September: **08:00 Holiday Inn to Examination Schools (Delegates only)**
 16:15 Examination Schools, brief tour of Oxford to arrive Holiday Inn
 approximately 17:15 (Delegates only)
 18:30 Holiday Inn to Williams F1 HQ in South Oxfordshire (for all
 eligible Delegates and Guests), to arrive 19:00
 23:30 Williams HQ to arrive Holiday Inn approx 00:00

Saturday 24th September: **08:00 Holiday Inn to Examination Schools (Delegates only)**
 16:15 Examination Schools to Holiday Inn (2 coaches only)

*Important - Please note: delegates (and their guests when appropriate) who are NOT staying at the Holiday Inn at Peartree are eligible to use the free coach transfers from/to the Holiday Inn but it is vitally important that you **contact us** on Allison.Newport@nhs.net before **Friday 16th** to tell us that you intend to use this facility. Otherwise we will not have space available for you.*

Delegates - don't forget to take your bag and badge on the coach to the venue each morning!

Should a delegate miss the free transfer coach, there is a frequent Oxford City bus service from/to the Peartree Roundabout vehicle 'Park and Ride' to/from Oxford City centre. This bus service number **300**



has a cost of approximately £1.60 per single journey or £2.20 / £2.50 return (off-peak / peak), payable on boarding. Ask the driver for a return if required when boarding. Large value notes, credit or debit cards are not accepted. The 'Park and Ride' is situated immediately adjacent to the complex containing the Holiday Inn and Travelodge by Peartree Roundabout. The **300** bus terminates there and returns to drop off and collect on Magdalen Street in the heart of Oxford at the **S3** bus stop.

Accompanying guests may wish to use this bus service to access central Oxford. For more information see: http://www.parkandride.net/oxford/html/oxford_parkandride.html

Alternatively there are safe and reliable taxi companies operating in the City but these must always be pre-booked by telephone (with exception of the traditional 'Black Cab' which can be 'hailed' if you can find and stop one!). Full details available from your Hotel Reception desk.

All bus and taxi costs are the responsibility of delegates/guests and are not included.

Catering and Social Programme

Conference delegates are provided with morning and afternoon coffee/tea breaks each day. Delegates have a buffet lunch in the Trade Exhibition area on each day of conference.

Thursday 22nd: Conference Reception at the Old Bodleian Library

17:00 / after meeting closes - assemble for short walk round the corner to 'The Bodley'
17:15 to 19:45 Reception at the Old Bodleian Library, entrance via Catte Street, Oxford.

Included in Full Delegate tickets. Additional cost for Day Delegates and Guests.
*Please note: **no more tickets available***

Canapé and reception drinks will be served. Dress code – smart casual or business attire please. Please vacate the Library by 20:00 hrs.

Guided walking tours of the Old Bodleian Library in small groups are available at a small additional charge of £2.00 per person. Book and pay when you register at Conference. First-come / first-served for tours.

Delegates and guests are then at liberty to arrange your evening / dinner as you desire.

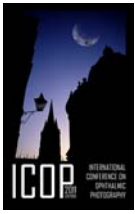
20:00: a single 57-seater coach will be available near the Bodleian Library to transport delegates/guests back to the Holiday Inn. Strictly first-come / first-served.

Friday 23rd: Conference Banquet Dinner at the Williams F1 headquarters

16:15 / after meeting closes – delegates (only please) assemble for short coach tour of Oxford City. Coaches will complete their tour at the Holiday Inn, at around **17:15**.

18:30 precisely – coaches **for all eligible delegates and guests** leave the Holiday Inn for the drive to Grove, South Oxfordshire.

All events at Williams and transport to/from are included in Full Delegate tickets. Additional cost for Day Delegates and Guests. *Please note: **no more tickets available***



Banquet Dinner at Williams F1 Grand Prix Headquarters, Grove, Oxfordshire.

Please note: the requested dress code for the Banquet Dinner is evening dress for ladies and black tie/Tuxedo or lounge suits for gentlemen.

On arrival at approximately **19:00**, attendees are welcomed with a walk-through of the Williams F1 Grand Prix museum and exhibition. Linger as you like. This culminates on the First Floor (lift / elevator available if required) with a Welcome drinks reception in the Technology and Trophy rooms.

Please note: drinks cannot be taken back into the Museum and Exhibition area once this area has been left.

Approx **20:00**: Dinner will be served in the Driver's Suite on the ground floor.

After dinner, we will be entertained by our Guest Speaker, the internationally acclaimed author and creator of Inspector Morse, Mr Colin Dexter OBE.

We have arranged for a pay bar to remain open at Williams until such time as the coaches arrive around **23:30** to return to the hotel around **midnight**. Hopefully all of you will be on board! If you miss the coach – a taxi will cost you a LOT OF MONEY.

We have also arranged with the Holiday Inn that they will ensure that any resident who wishes to partake of a post-dinner evening 'tipple' can do so until a reasonable hour.

Conference group photograph

There will be a group photograph of conference delegates immediately prior to lunch on Friday 23rd. Full details of the necessary herding of people will be announced on the day.

Each delegate will receive one free printed copy of the group photograph. These must be collected from the Registration or Information Desk at the meeting venue on Saturday 24th. Delegates who are unable to collect their copy (such as Friday-only Day Delegates) must notify the registration team and must supply a mailing address to which the photograph will be sent.

Ophthalmic Imaging Association: Annual General Meeting

The private AGM of OIA will be held during lunchtime on Saturday 24th 12:30 to 13:00. All OIA members present at Conference, or OIA members visiting specifically for the AGM are welcome to participate. OIA members only please. *Please note: OIA members who are **not** ICOP Delegates are very welcome to attend the AGM but will be asked to leave the Examination Schools on completion of the AGM at 13:00.*

Best wishes and thanks.

See you in Oxford!

Steve Aldington