

## Welcome to Newcastle Gateshead



**19<sup>th</sup> September 2008**

### **Dear Delegate**

We are looking forward to welcoming you to Newcastle. We thought we would send you some general information that may be useful especially upon arriving in Newcastle.

For those of you arriving by air at Newcastle International Airport there are two ways of getting into the city centre. First is by taxi; there is usually a line of taxis waiting outside the main domestic terminal. The taxi fare is approximately £16-18 depending on the time of your arrival and final destination.

The alternative is to take the Metro train that will take you into Central Station check this website for the Metro Map: <http://www.newcastlegateshead.com/media/metro%20map.pdf>. This will take you about 20 minutes and costs £2.80. From Central Station you can catch a taxi to your chosen hotel very easily as there is a taxi rank at the main entrance to the Station.

Some hotels are within easy walking distance of the station, namely Jury's Inn and the Express by Holiday Inn. Just come out of the station and turn left. Please refer to the conference map on the conference website for the location of your hotel if you have booked through the conference office.

<http://www.wms2008.com/travelAccom.htm>

### **Conference Registration for Full Conference Delegates (3 days)**

Registration takes place between **15.00 and 18.00 hours Monday 29<sup>th</sup> September** at the Hilton Newcastle Gateshead Hotel. All poster presenters can also set up their poster at this time.

Registration continues on Tuesday morning at the Hilton between 07.00 and 08.15 hours.

Hilton Newcastle Gateshead Hotel  
Bottle Bank  
Gateshead  
NE8 2JR  
Tel: +44 (0) 191 490 9700

[www.hilton.co.uk/newcastlegateshead](http://www.hilton.co.uk/newcastlegateshead)

The Hilton is located on the Gateshead side of the river, close to the swing bridge, please check the map above. The Hilton is within easy walking distance from the Waterside & Surtees Hotels and also the Vermont Hotel from the lower entrance, which takes you to Dean Street and the Quayside, (ask the hotel staff for directions). From the Copthorne Hotel walk west along the Quayside to the swing bridge and you will see the Hilton Hotel across the river.

From the other conference hotels it is best to get to the Central Station and take the Quay link bus Q1 and ask to be dropped off at the nearest point to the Hilton Hotel (fare is 80 pence per journey).

### **Day Delegate Registration**

Day Delegates can register at the Conference Desk at the Sage Gateshead on the morning of their attendance.

## **Plenary Session**

All Plenary sessions take place in Hall 1 of the Sage Gateshead; the magnificent rounded glass building that dominates the Quayside on the Gateshead side of the river. It is within a couple of minutes walk from the Hilton. There will be stewards and signs to guide you from the Hilton.

The Sage Gateshead

St Mary's Square

Gateshead Quayside

NE8 2AR

Tel: 0191 443 4666

[www.thesagegateshead.org](http://www.thesagegateshead.org)

## **Poster Presenters**

### **Set-up**

All posters should be set up on Monday afternoon between 15.00 – 18.00 hours at the Hilton Hotel. Please report to the Poster Desk **after** you have registered. You will then be directed to your poster area and board. The conference staff will supply Velcro. You **must** take your Poster Tube away with you, poster tubes **cannot** remain near the boards for safety reasons.

### **Poster Sessions**

All posters will be exhibited from Monday 29th September to the end of the day on Wednesday 1st October. Posters have been allocated a number, area and time for the chaired poster walks. Chairs of these sessions have been asked to select 5 posters for each poster session for more detailed presentation and discussion. These posters will be identified shortly before the session by a red dot. The rest of the time will be a more informal discussion between the poster presenters and group of participants. In addition, a time has been allocated for each poster presenter to stand beside their poster to allow questions from people who had not been able to attend the poster walk.

### **Collection of Posters**

At the end of the sessions on Wednesday 1st October, the posters will be packaged in a special plastic tube and labeled by the conference staff. These will be available for collection by the presenters at the Conference Help Desk in the Sage Gateshead on Thursday morning.

### **Oral Presentations**

All oral presentations take place in Hall 1 of the Sage Gateshead. It would help us greatly if you could send us your PowerPoint Presentation by Friday 26th September, especially if you are presenting on Tuesday morning. There is a speaker pre-view room set up next to the Conference Help Desk at the Sage Gateshead, where all presentations will be loaded and checked through prior to your session.

To avoid any problems with the size of your file, please send your PowerPoint presentations using this website:

**[www.mailbigfile.com](http://www.mailbigfile.com) and send your file to [sue@benchcom.co.uk](mailto:sue@benchcom.co.uk)**

If you are unable to send your PowerPoint presentation before the conference we will require this to be handed in when you register. You will still be able to check it through with the technician beforehand.

### **Delegate Lists**

We want to do our little bit for the environment and have therefore decided not to include a printed version of the delegate list in the delegate bags. However we will be emailing you this list next week for reference and will have one list on display at the Conference Desk during the Congress for reference.

### **What to pack**

#### ***For the Weather***

Autumn weather in the North East of England can be bright and sunny during the day and cool in the evenings. It is advisable to bring a coat; jacket or jersey as the air temperature may vary between 14-18 degrees centigrade and an umbrella can be useful at times.

### **For the Conference**

Dress informally for all conference activities, except for the Gala dinner, which requires cocktail attire.

### **Currency**

Pound Sterling is the official currency of Britain. MasterCard and Visa are accepted almost everywhere and many places take American Express & Diners Club. ATMs are plentiful throughout the city. There are several at Newcastle Central Station.

### **Badges**

The badge is your passport to all conference and social activities. Be sure to wear it at all times.

### **Languages**

The official language is English.

### **Tipping**

Tipping is at the discretion of the individual, however if a service charge is added to restaurant bills no other tipping is necessary.

### **Telephone**

Country code: 44. Outgoing international code: 00.

### **Internet**

Please enquire at the Conference Help Desk; we will supply passes for access to the Internet both for fixed computers and WiFi if using your own laptops.

### **Shopping**

There are excellent shopping facilities in the area that rival the best in the country. Newcastle City Centre main shopping is in Northumberland Street and Eldon Square. The Metro Centre is one of Europe's largest indoor shopping complexes, and is situated about 5 miles from Newcastle Central Station from which there is a regular direct bus & train service. Whatever your shopping interest we can meet it, but check it out for yourself on the Visit NewcastleGateshead website. [www.newcastlegateshead.com](http://www.newcastlegateshead.com)

### **Food and Drink**

Take a hearty serving of contemporary cuisine, stir in a range of exotic eateries, add a liberal sprinkling of home-cooked goodness and season with a pinch of pavement cafés. With so many superb restaurant options on the NewcastleGateshead menu, it's difficult to know where to start, so it is best if we point you in the direction of the Visit NewcastleGateshead website. [www.newcastlegateshead.com](http://www.newcastlegateshead.com) so you can choose yourself. Also check out the Welcome to NewcastleGateshead Information Pack, which you will find in your delegate bag.

### **Conference Secretariat**

Benchmark Conference and Events Management is the official conference organiser, and will be on duty during conference hours at the Congress Centre:

Tel +44 (0) 191 241 4523

Fax: +44 (0) 191 245 3802

**Congress website:** [www.wms2008.com](http://www.wms2008.com)

**Congress email:** [wms2008@benchcom.co.uk](mailto:wms2008@benchcom.co.uk)