

# 8<sup>th</sup> INTERNATIONAL ACADEMIC AND RESEARCH CONFERENCE 2018

**11<sup>th</sup> August 2018 (Saturday)**  
**University Place, University of Manchester, United Kingdom**

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Dear Colleague,

Thank you for choosing to attend the Doctors Academy 8th International Academic and Research Conference. May we take this opportunity to kindly welcome you to Doctors Academy and to Manchester, United Kingdom.

This mail is to inform you of the reporting information and programme for the day. **Kindly take your time to read the document in its entirety since it contains important information.**

**I. Date:**

11<sup>th</sup> August 2018 (Saturday)

**II. Start Time:**

Start of Registration: 0815 hours  
Start of Introduction: 0850 hours

**III. End Time:**

1745 hours

**IV. Venue:**

University Place (also known as University Visitors' Centre)  
University of Manchester Medical School Campus  
Oxford Road  
Manchester  
M13 9LP

Kindly follow this link to view the venue on a Google map:

<https://www.google.co.uk/maps/place/University+Place,+176+Oxford+Rd,+Manchester+M13+9QQ/@53.4669652,-2.2354158,17z/data=!3m1!4b1!4m5!3m4!1s0x487bb19275be0839:0xc590ff84cf863612!8m2!3d53.4669652!4d-2.2332271>

**V. Reaching the Venue:**

**Travelling to Manchester:**

**By Air**

**Manchester Airport** is approximately 10 miles from the University.

The taxi fare from Manchester Airport is approximately £17-£20. From Manchester Airport, you can also board the bus with route number '43' to reach the University Visitors' Centre.

### **By Train**

Please arrive at **Manchester Piccadilly Train Station**. You can board the bus with route number '147' and this will take you directly to Oxford Road. The venue, as well as the majority of the accommodation, are located on Oxford Road (or on Upper Brook Street). From Piccadilly Bus Station, you can also board any of the following buses: 14, 16, 41, 42, 43, 44, 48, 111, 140, 142, 157 and 250.

### **By Bus**

From **Piccadilly Train Station**, board the bus with route number '147'.

From **Piccadilly Bus Station**, board any of the following buses:

14, 16, 41, 42, 43, 44, 48, 111, 140, 142, 157 and 250.

From **Victoria Train Station**, take the tram to Piccadilly Bus Station and then board one of above services.

From **Manchester Airport**, board bus number '43'.

### **By Road**

All approach routes to the University Visitors' Centre are clearly signposted as 'Universities'. More detailed information can be found in the following link on how to get to the University Visitors' Centre via:

- M62 (Eastbound), M602
- M62 (Westbound), M60
- M6/M56
- From M67

Please visit the following link for further information on how to get to Manchester:

<http://www.manchester.ac.uk/visitors/travel/maps/>

If you get lost and require directions, please do not hesitate to phone one of the committee members:

- Mr Thomas Springthorpe - +44 (0) 7896 817856
- Mr Peter Williams - +44 (0) 7772 043408

Alternatively, you can call Doctors Academy directly via the number +44 (0) 75 3426 0131.

## **VI. Parking:**

The nearest car park to the venue is Manchester Aquatics Centre NCP Car Park. The postcode of this car park is: **M13 9AJ**

## **VII. Programme:**

Please follow this link to view the programme for the Conference:

<https://conference.doctorsacademy.org/wp-content/uploads/2018/08/PGM18.pdf>

## **VIII. Refreshment Breaks and Lunch:**

There will be two 20-minute refreshment breaks in the morning and afternoon, and a 50-minute lunch break. During the refreshment break, you will be provided with tea/coffee and biscuits/cakes. A buffet lunch, with hot and cold food, will also be provided. Halal, vegetarian and vegan options are available.

## **IX. Dress Code:**

If you are a presenter, you will be required to dress formally (suit is preferable, but formal work clothes are also acceptable). If you are a passive delegate, you may dress in a semi-formal manner. Jeans, hoodies, shorts, T-shirt and trainers are not permitted and anyone who does not comply with the appropriate attire will not be allowed to enter the conference hall.

## **X. Accommodation:**

Delegates staying at the accommodation provided by Doctors Academy and Manchester University (Houldsworth House [formerly known as Christie and Oaklands Accommodation] or Burkhardt House), kindly follow this link: <http://summerschool.doctorsacademy.org.uk/wp-content/uploads/2018/07/AI.pdf>

## **XI. INFORMATION FOR ORAL PRESENTERS:**

### **1. Running Order:**

The running order of the Oral Presentations can be found via this link:

<https://conference.doctorsacademy.org/wp-content/uploads/2018/08/RO18.pdf>

### **2. Duration:**

Duration of oral presentation: 5 minutes 30 seconds for presentation and 1 minute 30 seconds for questions/discussion. Maximum total time allowed in the podium is 7 minutes.

### **3. Guidelines for Oral Presentation:**

Please follow this link for detailed guidelines about your presentation:

<https://conference.doctorsacademy.org.uk/GOP18.pdf>

### **4. Copy of Presentation:**

The presentation you submit to our system will be loaded on to the computer beforehand, but we cannot guarantee that the file will be error-free. Hence, we firmly reiterate that **YOU MUST** bring with you the copy of your presentation on a USB/pen drive/external hard drive which you can connect to the computer in the lecture theatre in the event that there is an issue with your submitted file. If your presentation includes video files, you should also bring those video files so that the video can be embedded into the presentation on the day.

## **XII. INFORMATION FOR POSTER PRESENTERS:**

### **1. Running Order:**

The running order of the poster presentations can be found via this link:

<https://conference.doctorsacademy.org/wp-content/uploads/2018/08/RO18.pdf>

### **2. Duration:**

The poster presentations will take place from 1325 hours to 1410 hours.

### **3. Displaying Your Poster:**

You can start displaying your poster on the poster boards provided from 0830 hours.

### **4. Duration of Poster Presentation:**

You will be given a prescribed time for your poster presentation on the day (between 1325 hours and 1410 hours). During this period, you will be required to stand beside your poster. The judges will come to you and engage in a discussion regarding your work. This will take approximately 3-4 minutes. You have the opportunity at this point to give a brief description of your work for 1-2 minutes, followed by another 1-2 minutes of discussion. The judges will evaluate your poster on a number of predefined criteria, as well as your ability to effectively communicate your understanding of your work.

### **5. Guidelines for Poster Presentation:**

Please follow this link for detailed guidelines about preparing your poster and the presentation:

<http://conference.doctorsacademy.org.uk/GPP18.pdf>

### **6. Poster Presentation in Absentia:**

If you have previously agreed for your poster to be presented in absentia, you will be required to send your poster to us by 9th August 2018 (Thursday) so that we can arrange for it to be displayed. This is the address to send your poster:

Ms Janine Eachus  
C/O Doctors Academy  
Room 1.218  
University Place  
The University of Manchester  
Oxford Road  
Manchester  
M13 9PL

### **XIII. INFORMATION FOR BOTH ORAL AND POSTER PRESENTERS**

Please be informed that, irrespective of your presentation time, you need to be at the conference all day for receipt of certificate. If you do not register for the conference before 0930 hours or if you leave the conference before close (unless you have informed us beforehand about on-call commitments and mitigating circumstances for late arrival/early departure), a certificate will not be issued. If you are experiencing on-call/rota issues, we will need a copy of the rota to grant permission.

If you registered for the conference as a student, please bring your student ID card with you with validity dates shown in the card. Please bear in mind that, if you are a foundation doctor on 11th August 2018, you should be registered as a doctor. You will not be allowed to present and/or be issued with a certificate if you are registered in the wrong category.

### **XIV. What you need to bring with you:**

- (i) A copy of the confirmation email (or electronic copy in your phone or tablet) you have received from us that states your conference registration number and confirmation of place. Please note that you will not be allowed to attend the conference without this information.
- (ii) Your University/Hospital identification badge, or any form of identification such as passport or driver's licence.

Please contact us on this email if you have any queries regarding the above:  
[conference@doctorsacademy.org.uk](mailto:conference@doctorsacademy.org.uk)

We look forward to welcoming you to the conference.

With very best wishes,

Dr Grace Shirley  
Chair – Organising Committee  
8<sup>th</sup> International Academic and Research Conference 2018  
Manchester, United Kingdom