



## INFORMATION FOR DELEGATES

### 1. Conference location and schedule

The conference is based on the campus of the University of Manchester and will mainly be organised in **The Turing Building** (mathematics, astronomy and photonics) and **Manchester Business School**.

Maps of the university campus are available at <http://www.manchester.ac.uk/visitors/travel/maps/>

There will be an informal reception on Tuesday evening 29 June at 19.00 in the UMIP Incubator building on Grafton Street

The conference dinner will be held on Wednesday 30 June in The Imperial War Museum North in Trafford Park. Coach transport from the university and city centre will be arranged.

The conference will be formally opened at 09.30 on Wednesday 30 June in Manchester Business School and will close after lunch on Friday 2 July.

Rooms for ongoing group discussions and networking will be available on Friday 2 July until 16.30. A workshop about doctoral research topics in R&D, technology and innovation management, doctoral summer schools, and related networks will be organised on Friday pm. and is open to all interested delegates.

More detail about room locations and timing will be provided with the programme.

### 2. Registration and Accommodation

The registration fee is £450. All delegates should please register before 30 May using the **online registration and accommodation booking form**: <https://www.meeting.co.uk/confercare/rndmanagement/>

Hotels can be reserved from Tuesday 29 June to Friday 2 July inclusive. If you want to reserve for other nights please contact the ConferCare office.

Selected hotels are in the city-centre within walking distance of the campus and close to bus routes. Accommodation is also available on campus (George Kenyon Hall) and at Chancellors (south of the campus). Brief descriptions of each are available below. See the online form for prices.

The university is based on a large city campus just south of the city centre. Maps are available at <http://www.manchester.ac.uk/visitors/travel/maps/>

Piccadilly train station is the main station for arrivals from the airport. It is situated in the city centre near to the north-east corner of the campus. Number 147 buses travel every ten minutes from Piccadilly station down Oxford Road to Grafton Street in the centre of the campus. There are many other city bus routes using Oxford Road.

Oxford Road runs north-south from the city library in St Peter's Square (a metro stop) through the centre of the campus. There is also a train station called 'Oxford Road' which is convenient for walking to the campus but connections with Piccadilly and other stations might not be convenient.

**Chancellors** – Chancellors Way, Moseley Road. A 3 star AA hotel (and university conference centre) set in five acres of landscaped gardens close to several student halls of residence and a university sports centre. This venue provides pleasant and peaceful accommodation. Rooms are ensuite with complimentary internet access, LCD TV, direct dial telephone and coffee- tea making facilities. Frequent buses travel north along Oxford Road to the university campus and city centre. See location 9 on the accommodation map.

**George Kenyon Hall** – On campus. A newly built student hall of residence adjacent to the Turing Building. Rooms are arranged in self-contained flats in groups of five. Shared kitchen/lounge area in each flat; equipped with tea/coffee making facilities. Single rooms with modern en suite facilities.

**Ibis Hotel** Charles Street A budget hotel in the city centre. Modern, spacious and comfortable, with a cosy bed and a functional bathroom. 24hr reception desk, onsite café offering snacks 24hrs, plus wifi and broadband internet. About 10 minutes walk to the conference locations.

**Macdonald Hotel** – London Road. A modern 4-star hotel in the heart of Manchester, within easy walking distance (about 3 minutes) of Piccadilly train station. The bedrooms are spacious with large comfortable beds, luxury ensuite bathrooms, and air-conditioning. Flat screen TVs are standard in every room. There are Bose© iPod™ docking stations and free broadband. Triple-glazed windows ensure a peaceful night's sleep. About 15 minutes walk to the conference locations.

**Ramada Piccadilly Hotel** – Portland Street. A vibrant and lively hotel overlooking Manchester's vivacious city centre. Some rooms overlook Manchester's Piccadilly Garden. About 5 minutes walk from Piccadilly train station and 20 minutes walk to the conference locations.

If you prefer to book your own accommodation there are many other hotels in the city centre including amongst the more expensive (and in alphabetical order) the Lowry, Malmaison, Midland and Radisson Edwardian. The rates negotiated by the university conference office for the selected hotels are not likely to be cheaper using internet booking agencies. The university conference office also offers payment by invoice.

### **3. Submitting full papers, extended abstracts and presentation files**

Please upload your paper and/or presentation file to EasyChair **as soon as possible before 30 May.**

In order to format your paper or extended abstract there is an MS Word template available at [www.RnDManagement.info](http://www.RnDManagement.info). The template will help you format your paper in the same style as the R&D Management journal and previous R&D Management conferences.

If you are preparing an extended abstract instead of a full paper you are not confined to the abstract style. You can use the same layout as full papers with two column body text and section headings. There is no fixed number of words for extended abstracts.

In addition to your paper or extended abstract you can optionally include your draft presentation file in the conference proceedings. Please upload it to EasyChair before 30 May. We appreciate that you might modify the file again prior to presentation but including it in the proceedings will interest and inform delegates about your topic.

To upload your paper and presentation files go to your accepted paper in the EasyChair menu and then select 'Submit a new version'. Upload your paper using the file box and upload your presentation using the attachment box.

If you are making a presentation without submitting a full paper or extended abstract then please upload a file before 30 May. Please also upload a short formatted description (abstract) of your presentation topic using the template and instructions as above.

**In order for your paper and presentation to be included in the schedule and proceedings you must register at least one co-author/presenter per accepted paper before 30 May.**

#### **4. Other Information**

Information about Manchester is available on many websites including

<http://www.visitmanchester.com/>

[http://www.europe-cities.com/en/573/uk\\_england/manchester/](http://www.europe-cities.com/en/573/uk_england/manchester/)

<http://www.manchestereventsguide.co.uk/>

<http://news.bbc.co.uk/weather/>

<http://webbaviation.co.uk/manchester/manchester.htm>

We hope that you might like to extend your stay in the UK over the weekend or longer and we hope that you have enough **information** available to support your **imagination** and **intelligence** in planning your extended stay, whatever your interests. If you want any suggestions please contact 'theorganisers'.