



University of Leeds
Conferences and Events

Fire Safety:

- In the event of a fire alarm leave the building and make your way to the assembly point which is the pavement outside of Baines Wing & Great Hall.
- The lifts in this building are not fire lifts and should not be used in the case of an emergency. Refuge points are located at the outer stairwells.

Toilets

- Toilets are located on each floor of the building, along with accessible toilets.
- The closest accessible toilet is located between the main lifts on the ground floor. There is a changing place located on the third floor.

First Aid

- In the event of a first aid incident, please contact your event manager on 07425331927 or the security team on 0113 343 5494. In the case of emergency please contact 999.



ISIS Neutron and Muon Source

 www.isis.stfc.ac.uk

  [@isisneutronmuon](https://www.instagram.com/isisneutronmuon)

 uk.linkedin.com/showcase/isis-neutron-and-muon-source

Thank you!!



CRYOUSERS



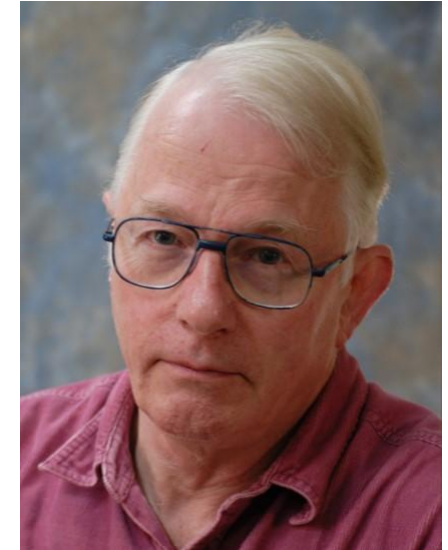
Eddie Rowe

Founder of Wessington Cryogenics
Leading global manufacturer of high quality
cryogenic vessels



Francis Greenough

Established the low temperature labs and installed the helium liquefier and recovery system and became full time operator of the liquefier. Francis was a keen supporter of CryoUsers and hosted the conference at RHUL in 2009, which included a visit to Brooklands museum.



Professor George Pickett FRS

George left his mark on the fields of ultra-low temperature physics and quantum fluids at the highest international level. He was renowned for his remarkable practical sense, profound physical intuition, and an innate scientific expediency, qualities which enabled him to develop one of the world's leading laboratories at Lancaster University and, for a time, the coldest temperature on Earth.



Constitution

CryoUsers is affiliated to the “British Cryogenics Council”.

The aims and objectives of CryoUsers:

- To offer a technical forum to discuss issues within Helium recovery and cryogenics processes
- To Promote CryoUsers, maintain the community and ensure its continuance
- To host a biannual residential meeting, venue to be agreed at said meeting.

The CryoUsers community should consist of a committee, delegates and sponsors.

The entire community will be subject to the regulations of the constitution and it is deemed that the community accept these regulations and codes of conduct that the community has adopted.

The CryoUsers community fall into one of the following categories:

- Committee member
- Delegate
- Sponsor

Cost of attendance

Cost of attendance will be set before the meeting and determined by the committee; cost is relative to the charges made for the venue and for the sustainability of the CryoUsers Community.

Fees will be paid in advance of the meeting and will be collected by the Eventbrite ticketing application, all ticketing is inclusive of Vat.



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The CryoUsers committee will consist of:

- Chair
- Secretary
- Treasurer
- Committee member(s) (3 to 4 persons; preferably past and future hosts of the meeting)

Committee members will stand and be elected by a proposal and be seconded biannually at a meeting held during the biannual CryoUsers event. Committee members may **not** serve in the same position for more than four years unless re-elected.

CryoUsers will be administered through a Committee consisting of:

Minimum of **3** members from the Scientific Research community

Maximum of **2** members from associated industry

The Committee will meet no less than twice yearly.

The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of CryoUsers.



Finance

- The Committee members are expected to seek funding from their organisations for travel and accommodation while representing the CryoUsers community.
- All CryoUsers monies will be banked in an account held in the name of CryoUsers.
- The Club Treasurer will be responsible for the finances of the club.
- The biannual financial year of the CryoUsers will end on the settlement of the biannual event.
- The Treasurer will present a statement of biannual accounts to the committee at the biannual CryoUsers event and at all committee meetings.
- Cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other committee members.

Biannual CryoUsers community meeting

- A biannual meeting will be held at the close of the biannual CryoUsers meeting, the meeting will be open to all CryoUsers, to include the committee, the delegates and the sponsors.
- The committee will host the biannual meeting and the meeting will include:
 - Proposal and seconding new committee members, continuance or resignation of present committee members
 - Duties of the committee during the run up to the next biannual meeting.
 - The location of the next CryoUsers meeting

Discipline

- All attendees are required to abide by and respect the terms and conditions as per the organising institution/event manager and detailed for each event: Terms and conditions can be supplied upon request.
- Any complaints regarding the behaviour or damage to venue property caused by the CryoUsers committee, delegates or sponsors will result in dismissal from the event. This could also include a life ban from CryoUsers and a formal letter from the committee to the said person(s) management.



Dissolution

- Dissolving CryoUsers can only take place during the biannual meeting and will be by a majority vote of the committee, the delegates and the sponsors.
- In the event of dissolution, any residual CryoUsers funds that remain will become the property of

“The British Cryogenics Council”

Amendments to the constitution

The constitution will only be changed through agreement by majority vote at the biannual meeting held at the end of the biannual CryoUsers event.

Contacting the committee

The committee can be contacted via email: **cryousers@gmail.com**

Declaration

CryoUsers hereby adopts and accepts this constitution as a current operating guide regulating the actions of its community.

Signed by Chair & Secretary

AV Support

- A log in to our event space computers will be provided to you on the day. If these computers stay logged on for the period of your event, they will not automatically log out and you will not need to log back in. If any computer should be logged out and you are unable to log back in, please contact your event manager who will be able to provide support with this.
- In our larger rooms, use of the computer will enable the use of the microphones which are located on the lectern. Your event manager will run through how to use these with you.
- You will have discussed in advance if additional technical support is required at your event. If you are having technical difficulties with the equipment, please contact your event manager who will try to resolve or contact the IT support team.

Contact

For any questions or support throughout your event, please contact your event manager on 07425331927 or the Conference Office phone on 0113 343 6100.

