Workshop 2 Information and Application Guidance

Application:

Please apply to attend the first Workshop from February 13rd – 15th using the **Eventbrite invitation**, which has been sent via the INSQT mailing list, and can be found on our website.

(**Find both here**: https://www.insqt.ac.uk/insqt-workshops/workshop-2-ral-space-application-guidance/)

We ask that you please submit your applications by 27/01/23. Attendance will be granted on a rolling basis. We will begin informing applicants on a rolling basis with whether applications are successful and next steps!

To Apply:

- We ask that you please have **one** member of your organisation fill out **one** Eventbrite invitation on behalf of **all** of your nominated attendees.
- You will be prompted to select the number of attendees you'd like to bring; please select the relevant number.
- You will then be asked a series of questions that you must fill in for **each** attendee. However, several questions will have the same answer for all attendees, such as organization. **For this reason, we recommend that after filling out the information for Attendee 1, proceed to ticket 2 and select 'copy data from Ticket 1'. Then, change only the information that is specific to each attendee.** This way, you do not have to re-type your organization name, or whether you are requesting funding.
  o Please note that the question asking whether you are requesting funding to attend will apply to **all attendees** and therefore should only be answered **once**.
- You will **not** have to make a payment to register for this event.
- If you have any questions or concerns at all please do not hesitate to email us at physics-insqt@strath.ac.uk. Any questions specific to RAL Space or the venue can be directed to RALSpace-Events@stfc.ac.uk.

Workshop Information

- We will fund the accommodation for all members; this will be available from 12th February until 15th February.
- We will endeavour to provide travel funding to as many attendees as possible.
- The event will take place across the Pickavance Lecture Theatre at the Rutherford Appleton Laboratory, on Harwell Campus in Oxfordshire, and remotely.
- The hotel accommodation will provide breakfast, and we will provide catered lunch and coffee/ tea breaks each day.
- We will host a group dinner on one evening of the Workshop to be determined.
- A poster session will be part of the Workshop; please note that posters should be A0, preferably landscape format if possible. RAL Space is happy to print these for you if they are submitted by Friday 3rd Feb.
- RAL Space will happily provide tours at some point during the workshop.
- There is limited luggage storage space at RAL Space.
- The talks will be recorded and shared afterwards.

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- WiFi is available on site: there is Eduroam, Gov WiFi (for UK citizens), and STFC Guest network – the last of which requires pre-registration and can be accessed by anyone worldwide. Instructions will be shared in due course.
- All visitors will be greeted and registered at the main RAL reception, building 75: https://www.ukri.org/about-us/stfc/locations/rutherford-appleton-laboratory/how-to-get-to-rutherford-appleton-laboratory/
- As you'll see in the form, we have asked whether you will require a parking space; RAL Space will be informed which car park attendees of the Workshop will be designated, and report back to you.