

**NORTH SEA FLOW MEASUREMENT WORKSHOP – 22<sup>nd</sup>-25<sup>th</sup> OCTOBER 2002**

## **INFORMATION TO DELEGATES**

**THE ORGANISING COMMITTEE WOULD LIKE TO WELCOME YOU TO THIS  
YEAR'S WORKSHOP AND HOPE THAT YOUR TIME IS PRODUCTIVE,  
INTERESTING AND ENJOYABLE.**

### **1 REGISTRATION AND ENQUIRIES**

The Registration Desk, sited in the Atrium (Tuesday, 1200-1400 hrs) is manned by Patricia Hone and Susan Tough who will be happy to assist you with any queries you might have. If you have a problem and cannot contact the above, please do not hesitate to contact any member of NEL staff or the Organising Committee. The Registration Desk will be manned during the Workshop hours for any queries.

### **2 HOTEL REGISTRATION**

The hotel will endeavour to have all the rooms ready for delegates upon their arrival but in the event of a room not being ready, a storage area for luggage will be provided. Delegates should register at the main Hotel Reception for their allocated room.

### **3 REFRESHMENTS**

Tea and Coffee will be served in the Atrium. All lunches and evening meals will be served in the Atrium. Lunch is available on Tuesday from around 1200 hrs. Please refer to the Technical Programme for other times.

If you have any special dietary requirements, and have not already informed NEL, please let NEL or the registration desk know.

### **4 PRESENTING AUTHORS**

Firstly, may we thank you for all your hard work to date. Secondly, on arrival, please contact Patricia Hone to discuss the programme procedures etc. Patricia, together with a Technician, will be available to assist you with your presentation preparations in the Ballroom. Please make arrangements with Patricia on arrival at the registration desk.

## 5 EXHIBITORS

There are a total of 22 exhibitors this year, who will be located within the Atrium. A list of those exhibiting can be found in the proceedings, advertised in posters throughout the hotel and listed on your dining table. Throughout the Workshop, please feel free to visit these areas where the exhibitors will be happy to discuss their products and services.

## 6 LEISURE ACTIVITIES

Please find attached a leisure activities booking form. We would be grateful if you could fill this in and **fax back to NEL by 4<sup>th</sup> October to +44 (0)1355 272626**. Your chosen leisure activity will be charged to your room.

Booking an activity commits you to pay unless we have a substitute.

Please note that places are reserved on a first come first served basis.

## 7 TRANSPORT

Please note that no transport has been organised for Monday 21<sup>st</sup> October and if you wish assistance with this please do not hesitate to contact us.

### 7.1 Bus Transfers

NEL will supply transport from Aberdeen and Edinburgh Airports. They will leave on **Tuesday 22<sup>nd</sup> October** from:

**Edinburgh Airport at 1145 hrs** (J Docherty & Sons)

**Aberdeen Airport at 1000 hrs** from outside arrivals (J Docherty & Sons).

**It is vital that you confirm that you will be using one of the buses. Please email Susan at [nsfmw@nel.uk](mailto:nsfmw@nel.uk) where pick-up instructions will follow**

On **Friday 25<sup>th</sup> October** the buses will leave St Andrews Bay Resort at **0900 hrs** to arrive at:

Aberdeen Airport at approximately 1130 hrs

Edinburgh Airport at approximately 1030 hrs.

**It is vital that you confirm your seat on the return bus at the registration desk by 1030 hrs on Thursday 24<sup>th</sup>**

### 7.2 Alternative Transport

St Andrews Tourist Information can be found on the Kingdom of Fife Tourist Board [www.standrews.co.uk](http://www.standrews.co.uk).

St Andrews by bus: try the Citylink website [www.citylink.co.uk](http://www.citylink.co.uk)

St Andrews by train: try the Railtrack website [www.rail.co.uk](http://www.rail.co.uk)

## **8      WORKSHOP QUESTIONNAIRE**

We would be grateful if you could take the time to complete the Questionnaire in the proceedings and hand it to any member of NEL staff, or leave it on the Registration Desk, before you leave. To ensure that we provide a satisfactory and enjoyable bi-annual event, we would be particularly interested in your thoughts on the areas indicated and would welcome any suggestions you may have.

## **9      COMPANY CONTACT**

Messages to you from your company etc, will be posted on the Registration Desk notice board. Please check this periodically. If you need to contact your company then please see the hotel reception desk who will be happy to assist you. Please note that use of the hotel phone/fax is charged to your own room account.

Following the event, if you have any queries, comments or requests for information, then please do not hesitate to contact us at [nsfmw@nel.uk](mailto:nsfmw@nel.uk)

**Thank you for your patience and we hope your time at the Workshop is a pleasant one.**

**ORGANISING COMMITTEE**

Richard Paton, NEL (Chairman)  
Patricia Hone, NEL  
Andy Jamieson, 4C Measurement Ltd  
Bob Peters, McCrometer  
Denis Pinto, Caledonian Flow Systems  
Jim Ryan, BP Chemicals Ltd  
Douglas Griffin, DTI  
Ian Wood, Shell Expro  
Alf Smorgrav, FMC Measurement Solutions  
Lawrence Coughlan, Shell UK