

VISITOR PACK CEA/ICC



2018 - 2019

Welcome

Dear Visitor

Welcome to the Ogden Centre for Fundamental Physics (West) Department of Physics, Durham University. We hope this visitor pack will provide useful information about the department and address any questions you might have about your visit.

CEA – Centre for Extragalactic Astronomy

ICC – Institute for Computational Cosmology

Contact: astro.secretary@durham.ac.uk

Astronomy Secretaries
Durham University
Astronomy Group
Department of Physics
Science Site
South Road
Durham
DH1 3LE, UK

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Travel Information

BY ROAD

Durham city centre is only two miles from the A1(M). Leave the motorway at Junction 62 on the A690 Durham - Sunderland road and follow signs to Durham City Centre.

Durham is 264 miles from London, 187 miles from Birmingham, 125 miles from Edinburgh and 67 miles from York.

There are several express coach services daily from most major cities. Durham is well served by both regional express services and the local bus network. From the city bus station - a short walk from the railway station - a bus service runs every 15 minutes past the Colleges on South Road.

BY RAIL

60 InterCity trains from most major cities in the country call at Durham daily including 14 trains from London. The National Express high speed service takes just under 3 hours from London King's Cross Station on the main East Coast line. First Transpennine Express offers frequent links to Manchester, Sheffield and Leeds, while Cross Country links Durham directly with Scotland, the Midlands, and the South West.

Durham is just over 3 hours from Birmingham, 2½ hours from Manchester, 1½ hours from Edinburgh and 45 minutes from York.

A taxi will take you from Durham station to the Science Site in about 8 minutes; you will find taxi ranks outside both platforms of the railway station. The city centre is 10 minutes' walk from the station. If you prefer to walk to the Science Site (Lower Mountjoy) it will take you around 25mins.

BY AIR

Durham is a 40 minute drive from Newcastle Airport and about 40 minutes from Durham Tees Valley. Both have regular domestic and international flights. Durham is linked to Newcastle Airport by rail and metro. A taxi takes between 35 and 45 minutes from Newcastle Airport to Durham and can cost anywhere between £35 for a pre-booked taxi (for more information please contact one of the group secretaries) and £50 – £60 from a taxi rank at the airport. Travelers into Durham Tees Valley can take advantage of the free Sky Express bus service that links the airport to Darlington railway station, with regular connections to Durham. Again taxis are available and the journey time is roughly 40 – 45 minutes depending on traffic.

BY SEA

Scheduled ferry services link the River Tyne in Newcastle to Amsterdam.

TAXI

We are happy to book a taxi for you but please give us plenty of warning if you require a taxi during the daily peak period between 3:30 – 6:00pm. If you prefer to arrange your own taxi, from/to the airport, Paddy's taxis +44(0)191/3866662 provide a good service but are not cheap. If you travel on a budget you can look for airport express <http://www.airport365.com/>, with on-line booking and payment facilities.

Taxis from the airport taxi ranks are much more expensive. A list of local taxi companies is given on the next page.

Durham Taxi Numbers

Airport Express

0191 371 2352

Durham

www.airport365.com

0191 378 2555

Bills Taxis

0191 386 7450

24 Pilgrims Way

Durham DH1 1HB

Macs Taxis

0191 384 1329 or

0191 372 3786

Sherburn Rd,

Durham DH1 2JW

Carefree Taxis

0754 034 2450

Durham

Paddy's Taxis

0191 386 6662

Frankland Lane

Durham DH1 5TA

Colours Taxis

0191 371 2727

Witton Gilbert

Durham DH7 7PY

Polly's Taxis

07774 634 765

07910 179 397

First Choice Taxis

0191 300 0190

07817 808488

Pratts Taxis

0191 386 4040 or

0191 386 0700

15 - 19 North Road

Durham DH1 4SH

Dunelm Taxis

0191 383 1122

Stanley Taxis

0191 383 2905

Durham Taxis

07961 818 464

J D Cabs

Sherburn Taxis

0191 372 3388

Useful Information

WIRELESS - THECLOUD@DURHAM

Visitors and non-academic guests should use 'TheCloud@Durham' to connect to the wireless service when visiting Durham University or you can use Eduroam if you have an account.

About "TheCloud"

'TheCloud' is a free public access wireless service with thousands of hotspots and millions of registered users, it provides simple, fast and reliable wireless Internet access.

'TheCloud' service is available for Android, iOS, Windows and Mac devices.

Get Connected

To connect to 'TheCloud@Durham' simply follow the steps below:

1. Switch on your smartphone, tablet or other Wi-Fi device and check that Wi-Fi is enabled.
2. Select 'TheCloud@Durham' from the available network list.
3. Open your Internet browser - 'TheCloud' landing page below will appear. Click 'Get Online'.
If the web page does not appear refresh the page.
4. You will then see the service selection screen. Select 'The Cloud Wi-Fi'.
5. Once this is done you can either login with an existing 'TheCloud' account, or click on the 'Create Account' button to register for a free account.
6. Once you have logged in or registered you will be able to access the Internet using 'TheCloud@Durham'.

CIS ACCOUNTS FOR LONGER VISITS

For longer visits (a minimum of a month) a CIS account can be created so that the visitor can log onto the University network, which may be advisable if they is staying in University accommodation. Please contact one of the secretarial staff about filling in an on-line application for an account.

CAMPUS CARDS

Visitors who are staying for a month or more may benefit from the use of a campus card if they need to gain access to the building out of normal working hours (7am – 7pm Monday to Friday). A campus card also gives access to the library service, university museums, and allows the holder to travel at the reduced 'University day ticket' rate of £1 on Arriva buses. (see Greenspace web page for more information)

<https://www.dur.ac.uk/greenspace/travel/public/bus/>

OUT OF HOURS ACCESS TO THE OGDEN CENTRE

If you have a **campus card** and need access to the building at weekends or out of hours (before 7am and after 7pm) you need to fill in a 'out of hours access form' on the main Physics Webpage.

<https://www.dur.ac.uk/physics/>

Select 'For current students and staff' in the left hand menu. → Forms → Out-of-hours access form.

Filling in the out-of-hours access form

Line Manager/Supervisor: Choose the name of your host from the drop down menu

ITS Username and valid from/to: This information can be found on your campus card

Group: Either ICC or CEA (or CfAI)

Room Numbers Access is Required for : Put OCW building

VISITOR CARDS

If a visitor only needs out-of-hours access to the building during a short visit a visitor card can be obtained from Duncan McCallum in Rochester Building office 119C.

KEYS FOR OFFICES

Duncan McCallum can also provide visitors with office keys. A deposit may need to be paid for the key, which will be returned when the key is returned.

USE OF OFFICES

We always try to provide office space for visitors but visitor desks in OCW are limited, so visitors often have to use the desk of a member of staff or student who is away. Therefore, please make sure you keep the area tidy and leave the office/desk as you found it.

COFFEE/LUNCH BREAKS

10:45am	C'Aphe - Informal discussion of daily research paper releases in breakout space Level 1(OCW125)
11:00am	Communal coffee/tea break in the social area on Level 1 of OCW (Z103)
1:00 – 2:00pm	Typical lunch time Note: there are very often meetings or seminars during the lunch break
4:15pm	Tea/coffee break on Level

On the first and second floors there are kitchens with boiling water taps and Lavazza coffee makers. There are visitor cups in the cupboard, milk in the fridge (glass bottles, whole milk; if you require soy milk please let us know), sugar and sweeteners are on the worktop. Please keep the kitchen clean and wash up after yourself.

VISITOR MAILING LIST

The secretarial staff will add your name to the visitors mailing list so that you will be advised of any events or meetings taking place which you might like to attend.

REGULAR SEMINARS

During term time there are two seminars on Wednesdays usually held in OCW017 on the ground floor:

Centre for Advanced Instrumentation - fortnightly seminar is from 1-2pm.

Astronomy Seminars are weekly from 3-4pm, followed by coffee and biscuits in the Level 1 social area (Z103).

Friday Lunchtime Astronomy Talks (FLATs) take place on Fridays from 1-2pm in OCW017.

Expenses

REQUEST FOR PAYMENT

If you are a Wednesday seminar speaker, or we have agreed to cover your travel expenses and subsistence, please fill out a 'Request for payment' form which you can find on the reception desk on Level 1 of the OCW.

Note that you cannot claim for alcohol, room service, minibar, telephone costs, travel in 1st or business class or travel insurance.

Return the claim forms together with all receipts (scanned copies are acceptable by e-mail)

by e-mail to astro.secretary@durham.ac.uk

or

by mail to:

Astronomy Group Secretaries

Department of Physics

Durham University

South Road

Durham, DH1 3LE

UK

Notes for completion:

1. For audit and financial regulations purposes full details of expenditure must be provided. Any related documentation (receipts) should be attached to the form to support the request. We do not require boarding cards or passport copies. If you have booked your flight online, the receipt needs to include a price.
2. A UK cheque will be issued for all payments less than £1,000. Please provide the address to which you would like the cheque sent.
3. Please provide current bank sort code and account number on the form where payment over £1000 is required by bank transfer.
4. Overseas payments (payments to be made overseas regardless of currency) must include / have attached details of:
 - Bank details: Name, Address, SWIFT code or BIC number, Account number
 - IBAN for European Countries
 - Account holder name
 - Name and private address of payeeIf there is not enough space on the claim form, attach the details on a separate A4 sheet.
5. The total sum needs to be in GBP for participants from the UK, in Euros or USD for participants from overseas.
6. The bank transfer (especially to overseas locations) can take two weeks or longer. Please note that you don't need to sign or complete the bottom part of the form (starting with 'Expenditure Allocation').
7. If you have any queries please email astro.secretary@durham.ac.uk

Respect at Work policy for Visitors to the Ogden Centre for Fundamental Physics (West)

Durham University is fully committed to creating an open, inclusive and supportive environment where all members of our community can reach their full potential and are treated fairly and with respect.

All visitors and guests to the University are expected to conduct themselves in accordance with our “Respect at Work” and “Respect at Study” policies that apply to staff and students (links below). These policies outline the procedures to be followed by any members of the University, including visitors, who feel they are being harassed, discriminated against or bullied, be that by another member of staff, a visitor, contractor or a student. This code applies to all staff, postdocs, students and visitors to Durham University, as well as attendees at events hosted by the organisation.

www.dur.ac.uk/hr/policies/respectatwork/
www.dur.ac.uk/university.calendar/volumei/codes_of_practice/

We promote an inclusive environment free from discrimination, bullying, harassment or victimisation where individuals conduct themselves professionally at all times. We will not tolerate bullying or harassment of any group or individual. If you have experienced or witnessed inappropriate behaviour by others, please first endeavour to address this directly (if appropriate), otherwise you can discuss your concerns with any of the following representatives of the Department:

Prof David Alexander, Head of Astronomy (d.m.alexander@durham.ac.uk)

Prof Carlos Frenk, Director of the ICC (c.s.frenk@durham.ac.uk)

Prof John Girkin, Head of Advanced Instrumentation (j.m.girkin@durham.ac.uk)