

# PHYSICS AT WORK EXHIBITION

in association with

Institute of **Physics**



THE CAVENDISH LABORATORY

CAMBRIDGE PHYSICS CENTRE



UNIVERSITY OF  
CAMBRIDGE

Jacob Breward Butler  
Cavendish Laboratory  
Madingley Road  
Cambridge, CB3 0HE  
E-mail: [jbb48@cam.ac.uk](mailto:jbb48@cam.ac.uk)  
Telephone: 01223 333 318

10 September 2019

Dear Exhibitor,

## PHYSICS AT WORK 2019

The arrangements for the Physics at Work Exhibition, to be held at the Cavendish Laboratory, Cambridge on **Tuesday 17<sup>th</sup>, Wednesday 18<sup>th</sup> and Thursday 19<sup>th</sup> September** are now well in hand. Please **read** the information below, particularly the **ADVANCE NOTE TO EXHIBITORS**. I have also included a finalised **exhibit layout** for your information. Please take 5 minutes to read all of this information (and pass on to all exhibitors) as it will help us to keep the day running smoothly.

### SETTING UP & BRIEFING

**We request that you set-up your exhibition on the afternoon of Monday 16<sup>th</sup> September (1:30pm-4.30pm, exhibition doors have to be locked at 4:30pm). At 4:30pm in the Pippard Lecture Theatre on Monday 16<sup>th</sup>** after people have set up there will be a **very short briefing session with ALL the exhibit organisers**, to ensure that exhibitors are clear about timings and about free lunches, refreshments etc. I understand for those travelling from further afield this may be tricky but it is **very important** and should coincide sensibly with your set-up time.

It would be helpful if you could give me an idea of **when you intend to arrive on the Monday** to set-up your exhibition, **parking requirements** for the event and **confirm your requirements** on the attached checklist. (page 5)

### RISK ASSESSMENTS

Thank you to all those exhibitors who have completed their risk assessment forms and returned them to me; for those of you who have yet to complete a form there is a blank located [here](#) which should be completed for me to **collect on Monday 16<sup>th</sup>** when you set up.

## THE EXHIBITION

Please remember that the first presentation of the exhibition will begin promptly on Tuesday 17<sup>th</sup> September and your exhibitors should be in **place by 9am**.

It will be necessary for you to remove all of your exhibition materials by 17:00 on Friday 20<sup>th</sup> September.

**From 4:15pm on Wednesday 18<sup>th</sup> September a “drinks and nibbles” reception**, and the exhibitors’ award giving will take place for exhibitors and their guests. Unlike some previous gala evenings **exhibitors will not be asked to exhibit** – this event is intended as a “thank you” evening for all those taking part.

## TEACHER MATERIALS & FUNDING

Any assistance with sponsorship, either in cash or in kind (in the form of educational or publicity materials, to be received by the end of August), would be very gratefully received. The total costs of Physics at Work 2019 amount to about £6,000, including refreshments for exhibitors and visitors, and administrative costs.

I look forward to seeing you soon!

Yours sincerely,



Jacob Breward Butler

I hope that you enjoy participating in the Physics at Work 2019 Exhibition; the following information should clarify some of the logistical details of the exhibition. **Please attend the briefing session on the Monday 16<sup>th</sup> September at 4:30pm** (i.e. after setting up) so that I can go over these details and explain some slight changes from previous years.

- Each session of the event includes 6 x 15 minute talks, with a little extra time for questions and for visiting groups to move on to the next exhibit. The visiting groups follow a fixed, timetabled route, and so timing is critical.

AM Session		E.g. GROUP NUMBER	PM Sessions	
PRESENTER AT STATION	Begin Presentation		PRESENTER AT STATION	Begin Presentation
<b>9:00</b>	9:20	<b>4</b>	<b>13:00</b>	13:20
	9:50	<b>3</b>		13:50
	10:15	<b>2</b>		14:15
	10:35	<b>BREAK</b>	<b>14:35</b>	
<b>10:50</b>	10:55	<b>1</b>	<b>14:50</b>	14:55
	11:20	<b>18</b>		15:20
	11:45	<b>17</b>		15:45
<b>FINISH 12:05 sharp</b>			<b>FINISH 16:05 sharp</b>	

**It is VITAL that you stick strictly to this exact timetable – in particular that exhibitors are at their station as indicated** (well before the start of each session and after the drinks breaks) **AND that presentations should begin at the time shown not before.**

For a variety of reasons a school may arrive 5 – 10 mins early at your station, presenters should have some “small talk” ready so that they can begin their presentation on time. E.g.

*“I’m X and this is Y we are from etc. Where have you come from today? What age/year group are you? What do you most like about physics/chemistry/biology ...? What do you least like and why about physics/chemistry/biology...? What can you tell me about XXXX (something related to your presentation e.g. light, cells, ...?”*

This time and questions can help settle the students, enable you to find out at what level they are at and therefore pitch your talk and language appropriately.

During the exhibition a copy of this timetable will be pinned up in your exhibition area which will also tell you which group numbers to expect (i.e. a number from 1 to 18). **Please check that you have the right school group at the start of each presentation (this is particularly important this year due to locations!)** - each school group will have a board with their number (1 - 18) (which will also be written on their map).

- A ‘safety information for short-term visits’ leaflet will shortly be sent - remember that in an emergency the group that you are talking to will look to you first for information. Please read the leaflet and make sure that you are familiar with emergency procedures.

3. **At the end of each session please send the group on to the next exhibit IMMEDIATELY!** (some groups will hear a bell when it is time to move) **Please do not allow a group to leave until the end of the presentation time.** Please make sure that you are ready to start the first presentation after the break on time.
4. Talks and presentations that work well at this event often include questions and answers, something that can be passed around the visiting group, participation in experimental demonstrations (providing they are safe!), video clips and computer simulations. Please do not hesitate to contact me if you would like to discuss your presentation in greater detail. For an example specification of the physics covered in schools for students visiting the exhibition (aged 14-16) please visit: <http://filestore.aqa.org.uk/subjects/AQA-4403-W-SP.PDF>
5. Throughout the exhibition, refreshments for the exhibitors will be provided in the Pippard Lecture Theatre Foyer. Lunch will be provided in the Cavendish Laboratory canteen. Please collect lunch tokens from me at the main desk.
6. **All presenters, exhibitors and their guests are invited to this year's** evening event on Wednesday 18<sup>th</sup> September which will **begin at 4:15pm in the Pippard Lecture Theatre Foyer.** During the evening we will also be presenting the 'Schools' and Teachers' exhibitor of the Year' trophies.

**If you have any questions about any aspect of the exhibition please get in touch.**

**Thank you,**

**Jacob**

**Please return to:**

Jacob Breward Butler  
 Cavendish Laboratory  
 J J Thomson Avenue  
 Cambridge, CB3 0HE

**Check List:** Please check, amend as necessary and return the following details (with the risk assessment if required):

<b>Name:</b>									
<b>Company:</b>									
<b>Exhibit requirements:</b>									
<b>Arrival time for setup (*delete as appropriate):</b>	Mon 16 <sup>th</sup> Sept at <b>1:30, 2:00, 2:30, 3:00, 3:30, 4:00 pm</b>								
<b>Briefing will be attended by (name):</b>									
<b>Risk assessment:</b>	<b>If not already received will be collected on Monday 16<sup>th</sup> at set up - but please note this is essential for exhibiting.</b>								
<b>Parking (This needs to be booked now!)</b>  Max of 1 space per exhibit and names for each day	<table border="1"> <thead> <tr> <th>Date</th> <th>No. Spaces</th> <th>Names</th> <th>Times</th> </tr> </thead> <tbody> <tr> <td>16<sup>th</sup> Sept</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>On subsequent days, parking will be available at the Clark Maxwell Road "Park and Cycle", which is a 5-minute walk from the Cavendish.</p> <p>Gate Code during event: <b>1319</b></p>	Date	No. Spaces	Names	Times	16 <sup>th</sup> Sept			
Date	No. Spaces	Names	Times						
16 <sup>th</sup> Sept									
<b>Sponsorship (* delete as appropriate):</b>	Educational materials to follow by post / Donation of £.....								

Any further notes or questions please write over page.