

EPSRC

Engineering and Physical Sciences
Research Council

University of Warwick
University of York
Cranfield University
Heriot Watt University
University College London
University of Strathclyde
University of Surrey
University of Bristol
University of Edinburgh
University of Glasgow
University of Bath
University of Nottingham
University of Sheffield
Newcastle University
Imperial College London
University of Oxford
University of Manchester
University of Southampton
University of Liverpool
University of Birmingham
University of Cambridge
University of Leicester
King's College London
Queen's University Belfast
Ulster University
Loughborough University
Durham University
Sheffield Hallam University
Lancaster University
Managers
CDTs
Networking
Administrators
Establishing contacts
Good Practice
Challenges
Discussion



2015

Second national CDT Administrators' Conference

Supported by:

EPSRC

Engineering and Physical Sciences
Research Council

Imperial College
London

Contents

Welcome	1
Programme.....	2
Breakout session groups.....	3
List of participants	5
Useful information.....	9

Welcome

The CDT Administrators' conference is an informal event aimed at administrators or managers from all EPSRC Centres for Doctoral Training which will provide an opportunity to meet and establish contacts with other CDT administrators to discuss good practice and challenges of centre administration and management.

If you have any questions over the duration of the event, please contact one of the organisers: Sophie Armstrong-Brown, Lisa Cheung, Kate Hobson, Anna Radomska and Erika Rosivatz.

Acknowledgements

We acknowledge the funding support of the Engineering and Physical Sciences Research Council (EPSRC) and Imperial College London.



Programme

The day will comprise a morning of short talks, followed by an afternoon of facilitated workshops in small groups. Group allocations and timings for the breakout sessions are shown on the next page.

The conference will take place at the South Kensington Campus of Imperial College London. A map of the College campus is provided at the back of this booklet. Registration, talks and breakout sessions will be held in the Sherfield Building (no. 20 on the campus map) at various locations on level 5. The evening drinks reception will be held in the Solar Room of 170 Queen's Gate (no. 24 on the campus map).

Friday 10th July

09.30	Registration and coffee	Foyer, Level 5, Sherfield Building
Morning Session talks		
10.00	Sue Gibson Director of Imperial College Graduate School <i>Welcome</i>	<i>Pippard Lecture Theatre, Level 5 Sherfield Building</i>
10.15	Peter Haynes Director of Theory & Simulation of Materials CDT, Imperial College <i>Seven things I love about CDTs</i>	<i>Pippard Lecture Theatre, Level 5 Sherfield Building</i>
10.30	Jim Fleming Senior Leaders Integrators Manager, EPSRC <i>EPSRC Centres for Doctoral Training: Past, Present & Future (including Q&A)</i>	<i>Pippard Lecture Theatre, Level 5 Sherfield Building</i>
11.15	Alison Mitchell Director of development, VITAE <i>Title to be confirmed</i>	<i>Pippard Lecture Theatre, Level 5 Sherfield Building</i>
12.00	Networking and lunch	Foyer, SALC
Afternoon Breakout Sessions (parallel sessions each lasting 45 minutes – see group allocations overleaf)		
13.00	Record Management	<i>Seminar and Learning Centre (SALC) 1</i>
13.45	Management and Institution	<i>Seminar and Learning Centre (SALC) 5</i>
14.30	Financial Management	<i>Seminar and Learning Centre (SALC) 8</i>
15.15	Refreshment break	Foyer, SALC
15.30	Impact	<i>Seminar and Learning Centre (SALC) 9</i>
16.15	Training	<i>402 CDT Suite, Level 4 ICSM Building (access via Sherfield Level 2)</i>
17.00	Closing Remarks by the Organising Committee and conference photograph	<i>Pippard Lecture Theatre, Level 5 Sherfield Building</i>
From 18.00	Drinks reception	Solar Room, 170 Queen's Gate

Breakout session groups

The afternoon workshops will comprise 5 parallel breakout sessions covering the themes below:

- Record Management (SALC 1) – *facilitator Emma Sharp*
- Management and Institution (SALC 5) – *facilitator tbc*
- Financial Management (SALC 8) – *facilitator tbc (EPSRC)*
- Impact (SALC 9) – *facilitator tbc (EPSRC)*
- Training (402 CDT Suite) – *facilitator Natalia Goehring*

Participants will be divided into groups as indicated below and by the coloured dot on your name badge. Group leaders (marked with an asterisk) will be responsible for guiding their group to the next session.

Group allocations

Group A (red)

Sophie	ARMSTRONG-BROWN*
Wendy	ADAMS
Paula	BLOCK
Carlos	CID
Christine	EDWARDS
Suzanne	FITZPATRICK
Anna	FONGE
Sarah	HALLWORTH
Andrea	HAWORTH
Stephen	HULLOCK
Ian	MABBETT
Claudia	MATZ
James	MCKAY
Samantha	MILES
Lopa	MURGAI
Jean	O'DONOGHUE
Laura	OTTERY
Heather	ROBSON
Catherine	TAYLOR

Group B (yellow)

Vinetta	ARCHER-DYER
Hafiza	BIBI
Lisa	CHEUNG*
Emma	CLARK
Jenefer	COCKITT
Leema	ERBEN
Richard	GREENWOOD
Sarah	HAYWARD
Charly	KING
Shirley	KIRK
Kimberley	MATTHEWS
Annette	MILLER
Anne	MURPHY
Charlotte	RATCLIFFE
Jill	THURMAN
Nicola	TOWNSEND
Robert	TREHARNE
Rebecca	WHITE
Sharron	WILSON

Timings

13.00	Record Management	SALC 1
13.45	Management and Institution	SALC 5
14.30	Financial Management	SALC 8
15.15	<i>Refreshment break</i>	<i>SALC foyer</i>
15.30	Impact	SALC 9
16.15	Training	CDT Suite

Timings

13.00	Management and Institution	SALC 5
13.45	Financial Management	SALC 8
14.30	Impact	SALC 9
15.15	<i>Refreshment break</i>	<i>SALC foyer</i>
15.30	Training	CDT Suite
16.15	Record Management	SALC 1

Group C (green)

Tim	BODLEY-SCOTT
Brittany	BOVENZI
Thomas	BRAIN
Sharon	BROWN
Donna	COOK
Valeria	DE MARCO
Oliver	HADELER
Matthew	HARRISON
Claire	HINCHLIFFE
David	HOBBS
Kate	HOBSON*
John	HOOPER
Carol	MCINNES
Miranda	SMITH
Lou	SUMNER
Emma	TURNER
Perislava	WILLIAMS
Beverley	WILLIAMS
Claire	WYATT

Timings

13.00	Financial Management	SALC 8
13.45	Impact	SALC 9
14.30	Training	CDT Suite
15.15	<i>Refreshment break</i>	<i>SALC foyer</i>
15.30	Record Management	SALC 1
16.15	Management and Institution	SALC 5

Group D (blue)

Sheila	APPS
Elizabeth	ATTENBOROUGH
Mark	BEACH
Emily	BRYAN-KINNS
Michelle	CARMICHAEL
Debra	CARPENTER
Yonita	CARTER
Clare	CLARKE
Jo	COULTHARD
Amanda	GRIMM
Nicola	LAWTON
Clodagh	LI
Lara	LOURENCO VENDA
Robert	MILES
Nicola	MINSHALL
Anna	RADOMSKA*
Andrew	SMITH
Jonathan	WHYMAN
Kim	WILSON

Timings

13.00	Impact	SALC 9
13.45	Training	CDT Suite
14.30	Record Management	SALC 1
15.15	<i>Refreshment break</i>	<i>SALC foyer</i>
15.30	Management and Institution	SALC 5
16.15	Financial Management	SALC 8

Group E (orange)

Lisa	BLIGH
Krysia	BRODA
Jo	BROOKS
Samuel	DENT
Veena	DHULIPALA
Susie	DOUGLAS
Zhimei	DU
Joe	GAUNT
Naomi	GREW
Isabelle	HANLON
Noelle	HARTLEY
Louisa	KING
Jo	MALTBY
Karyn	MCBRIDE
Anna	MOTTA
Donna	PALMER
Erika	ROSIVATZ*
Victoria	TURNER
Jonathan	WINFIELD

Timings

13.00	Training	CDT Suite
13.45	Record Management	SALC 1
14.30	Management and Institution	SALC 5
15.15	<i>Refreshment break</i>	<i>SALC foyer</i>
15.30	Financial Management	SALC 8
16.15	Impact	SALC 9

List of participants

Name	CDT	Organisation	Email
Wendy	ADAMS	Autonomous Intelligent Machines & Systems (AIMS)	University of Oxford wendy.adams@eng.ox.ac.uk
Sheila	APPS	Centre for Sustainable Chemical Technologies	University of Bath csct@bath.ac.uk
Vinetta	ARCHER-DYER	Energy Demand (London - Loughborough)	University College London v.archer-dyer@ucl.ac.uk
Sophie	ARMSTRONG-BROWN	Plastic Electronics	Imperial College London s.armstrong-brown@imperial.ac.uk
Elizabeth	ATTENBOROUGH	Regenerative Medicine	Loughborough University e.a.attenborough@lboro.ac.uk
Mark	BEACH	Future Communications 2 : Training Tomorrow's Internet Innovators	University of Bristol m.a.beach@bristol.ac.uk
Hafiza	BIBI	Advanced characterisation of Materials	Imperial College London h.bibi@imperial.ac.uk
Lisa	BLIGH	Biomedical Imaging	University of Oxford/ Nottingham University lisa.bligh@dtc.ox.ac.uk
Paula	BLOCK	Future Infrastructure & Built Environment (FIBE)	University of Cambridge cdtcivil-admin@eng.cam.ac.uk
Tim	BODLEY-SCOTT	Integrated Photonic & Electronic Systems (IPES)	University College London t.bodley-scott@ee.ucl.ac.uk
Brittany	BOVENZI	Data Science	University of Edinburgh bbovenzi@inf.ed.ac.uk
Thomas	BRAIN	Multiple Mathematics CDTs	Imperial College London t.brain@imperial.ac.uk
Krysia	BRODA	HIPEDS	Imperial College London k.broda@imperial.ac.uk
Jo	BROOKS	Industrial Doctorate Centre (IDC) in Composites Manufacture	University of Bristol jo.brooks@bristol.ac.uk
Sharon	BROWN	Energy Storage & its Applications	University of Sheffield sharon.brown@sheffield.ac.uk
Emily	BRYAN-KINNS	Bioenergy	University of Leeds e.bryan-kinns@leeds.ac.uk
Michelle	CARMICHAEL	Integrative Sensing and Measurement	University of Glasgow michelle.carmichael@glasgow.ac.uk
Debra	CARPENTER	MINMaT	University of Surrey d.carpenter@surrey.ac.uk
Yonita	CARTER	Financial Computing & Analytics	University College London y.carter@ucl.ac.uk
Lisa	CHEUNG	Plastic Electronics	Imperial College London lisa.cheung@imperial.ac.uk
Carlos	CID	Cyber Security	Royal Holloway, University of London cybersecuritycdt@rhul.ac.uk
Emma	CLARK	Nanoscience & Nanotechnology	University of Cambridge administrator@nanodtc.cam.ac.uk
Clare	CLARKE	Industrial Doctorate Centre in Machining Science	University of Sheffield c.clarke@sheffield.ac.uk
Jenefer	COCKITT	Regenerative Medicine	University of Manchester jenefer.cockitt@manchester.ac.uk
Donna	COOK	Science & Technology of Fusion Energy	University of York donna.cook@york.ac.uk
Jo	COULTHARD	Science & Technology of Fusion Energy	University of York jo.coulthard@york.ac.uk
Valeria	DE MARCO	CANES	King's College London valeria.de_marco@kcl.ac.uk
Samuel	DENT	Complex Particulate Products & Processes	University of Leeds s.r.dent@leeds.ac.uk
Veena	DHULIPALA	Controlled Quantum Dynamics/ Theory & Simulation of Materials	Imperial College London v.dhulipala@imperial.ac.uk
Susie	DOUGLAS	SAMBa	University of Bath s.douglas@bath.ac.uk

Name		CDT	Organisation	Email
Zhimei	DU	Molecular Modelling & Materials Science	University College London	z.du@ucl.ac.uk
Christine	EDWARDS	Condensed Matter Physics (CM-CDT)	University of St Andrews	cae10@st-andrews.ac.uk
Leema	ERBEN	Theory & Modelling in Chemical Sciences (TMCS)	University of Oxford	leema.erben@chem.ox.ac.uk
Suzanne	FITZPATRICK	Quantification & Management of Risk & Uncertainty in Complex Systems & Environments	University of Liverpool	s.fitzpatrick@liverpool.ac.uk
Anna	FONGE	Condensed Matter Physics	University of Bath	cmp-admin@bath.ac.uk
Joe	GAUNT	Polymers, Soft Matter & Colloids	University of Sheffield	j.gaunt@sheffield.ac.uk
Richard	GREENWOOD	Formulation Engineering	University of Birmingham	r.w.greenwood@bham.ac.uk
Naomi	GREW	Molecular Analytical Science	University of Warwick	mas@warwick.ac.uk
Amanda	GRIMM	Pervasive Parallelism	University of Edinburgh	amanda.grimm@ed.ac.uk
Oliver	HADELER	Sensor Technologies & Applications	University of Cambridge	oh209@cam.ac.uk
Sarah	HALLWORTH	Advanced Composites for Innovation & Science	University of Bristol	sarah.hallworth@bristol.ac.uk
Isabelle	HANLON	Mathematical Analysis & its Applications: Maxwell Institute Graduate School in Analysis & Applications - MIGSAA	University of Edinburgh	i.a.hanlon@imperial.ac.uk
Matthew	HARRISON	Materials for Demanding Environments & Power Networks	University of Manchester	power-networks-cdt@manchester.ac.uk
Noelle	HARTLEY	MIINMaT	University of Surrey	n.hartley@surrey.ac.uk
Andrea	HAWORTH	Machining Science	University of Sheffield	a.haworth@sheffield.ac.uk
Sarah	HAYWARD	Centre for Digital Entertainment	University of Bath	cde-enquiries@lists.bath.ac.uk
Claire	HINCHLIFFE	Advanced Metallic Systems	University of Sheffield/ University of Manchester	c.e.hinchliffe@sheffield.ac.uk
David	HOBBS	Cyber Security	University of Oxford	cdt@cybersecurity.ox.ac.uk
Kate	HOBSON	Neurotechnology for Life & Health	Imperial College London	k.hobson@imperial.ac.uk
John	HOOPER	Fuel Cells & their Fuels	University of Birmingham	j.c.hooper@bham.ac.uk
Stephen	HULLOCK	Sustainable Civil Engineering	Imperial College London	s.hullock@imperial.ac.uk
Charly	KING	Condensed Matter Physics/Bristol Centre for Functional Nanomaterials	University of Bristol	cdt-cmp@bristol.ac.uk
Louisa	KING	Water Informatics: Science & Engineering	University of Exeter	l.king@exeter.ac.uk
Shirley	KIRK	Future Power Networks & Smart Grids	University of Strathclyde	eee-cdtadmissions@strath.ac.uk
Nicola	LAWTON	Materials for Demanding Environments	University of Manchester	nicola.lawton@manchester.ac.uk
Clodagh	LI	Fluid Dynamics Across Scales	Imperial College London	fluids@imperial.ac.uk
Lara	LOURENCO VENDA	Synthesis for Biology & Medicine	University of Oxford	lara.venda@chem.ox.ac.uk
Ian	MABBETT	COATED2	Swansea University	i.mabbett@swansea.ac.uk
Jo	MALTBY	IGGI	University of York	joanne.maltby@york.ac.uk
Kimberley	MATTHEWS	Integrated Tribology	University of Sheffield	k.matthews@sheffield.ac.uk
Claudia	MATZ	Advanced & Targeted Therapeutics	University of Nottingham	claudia.matz@nottingham.ac.uk

Name		CDT	Organisation	Email
Karyn	MCBRIDE	Next Generational Statistical Science: the Oxford-Warwick Statistical Programme	University of Oxford	karyn.mcbride@stats.ox.ac.uk
Carol	MCINNES	Medical Devices & Health Technologies	University of Strathclyde	carol.b.mcinnnes@strath.ac.uk
James	MCKAY	Bioenergy	University of Leeds	j.mckay@leeds.ac.uk
Robert	MILES	Medical Imaging	King's College London/ Imperial College London	imaging-cdt@kcl.ac.uk
Samantha	MILES	Multiple CDTs	University of Oxford	samantha.miles@dtc.ox.ac.uk
Annette	MILLER	Systems Approaches to Biomedical Science	University of Oxford	annette.miller@dtc.ox.ac.uk
Nicola	MINSHALL	Gas Turbine Aerodynamics	University of Cambridge	nm251@cam.ac.uk
Anna	MOTTA	Graphene Technology	University of Cambridge	technology@graphene.cam.ac.uk
Lopa	MURGAI	Quantum Technologies	University College London	lopa.murgai@ucl.ac.uk
Anne	MURPHY	Robotics & Autonomous Systems	Heriot-Watt University	anne.murphy@hw.ac.uk
Jean	O'DONOGHUE	Optical Medical Imaging (OPTIMA)	University of Edinburgh	j.odonoghue@ed.ac.uk
Laura	OTTERY	Metamaterials	University of Exeter	l.ottery@exeter.ac.uk
Donna	PALMER	Embedded Intelligence	Loughborough University	d.j.palmer@lboro.ac.uk
Anna	RADOMSKA	Mathematics of Planet Earth	Imperial College London	a.radomska@imperial.ac.uk
Charlotte	RATCLIFFE	Innovative Metal Processing (IMPACT)	University of Leicester	cr242@le.ac.uk
Heather	ROBSON	Mathematics for Real-World Systems	University of Warwick	complexity@warwick.ac.uk
Erika	ROSIVATZ	Physical sciences innovation in Chemical Biology for bioindustry & healthcare at the Institute of Chemical Biology (ICB)	Imperial College London	e.rosivatz@imperial.ac.uk
Miranda	SMITH	Controlled Quantum Dynamics/Theory & Simulation of Materials	Imperial College London	miranda.smith@imperial.ac.uk
Andrew	SMITH	Wind & Marine Energy Systems	University of Strathclyde	drew.smith@strath.ac.uk
Lou	SUMNER	Multiple CDTs	University of Oxford	louise.sumner@mpls.ox.ac.uk
Catherine	TAYLOR	Graphene Technology	University of Cambridge	doctoral@graphene.cam.ac.uk
Jill	THURMAN	Additive Manufacturing & 3D Printing	University of Nottingham	amcdt@nottingham.ac.uk
Nicola	TOWNSEND	Geometry & Number Theory (LSGNT: London School of Geometry & Number Theory)	University College London/ Imperial College London/ King's College London	n.townsend@ucl.ac.uk
Robert	TREHARNE	New & Sustainable Photovoltaics	University of Liverpool	r.treharne@liverpool.ac.uk
Emma	TURNER	Chemical Synthesis	University of Bristol	emma.m.turner@bristol.ac.uk
Victoria	TURNER	Next Generation Nuclear	University of Manchester	ngn@manchester.ac.uk
Rebecca	WHITE	EDT - MATTER: Manufacturing Advances Through Training Engineering Researchers	Swansea University	r.j.white@swansea.ac.uk
Jonathan	WHYMAN	Partial Differential Equations	University of Oxford	jonathan.whyman@maths.ox.ac.uk

Name		CDT	Organisation	Email
Beverley	WILLIAMS	Centre Of Advanced Training for Engineering Doctorates (COATED)	Swansea University	b.j.williams@swansea.ac.uk
Perislava	WILLIAMS	Sustainable Chemistry	University of Nottingham	perislava.williams@nottingham.ac.uk
Kim	WILSON	STOR-i	Lancaster University	k.wilson7@lancaster.ac.uk
Sharron	WILSON	Sustainable Materials & Manufacturing	University of Warwick	sharron.wilson@warwick.ac.uk
Jonathan	WINFIELD	Media & Arts Technology	Queen Mary University of London	j.winfield@qmul.ac.uk
Claire	WYATT	Web Science	University of Southampton	c.wyatt@soton.ac.uk

Useful information

Location and directions to Imperial College

The meeting will take place in the Sherfield Building, Level 5, at Imperial College London, South Kensington Campus, SW7 2AZ. A map of the Campus is included at the end of this booklet.

Google maps works really well to find the quickest route to the college campus by walking or public transport. An alternative is the TFL journey planner which is available online.

Tube

South Kensington and Gloucester Road (District, Circle and Piccadilly Lines) are the closest Underground stations to the college. Walking to the college takes approximately 10 minutes from both stations.

Bus

9 Aldwych - Hammersmith Broadway, alight at the Royal Albert Hall
10 Kings Cross Station - Hammersmith Broadway, alight at the Royal Albert Hall
52 Victoria Bus Station - Willesden Bus Garage, alight at the Royal Albert Hall
360 Elephant and Castle Station - Prince Consort Rd, alight at Prince Consort Rd
14 Tottenham Court Road - Putney Heath, alight at South Kensington Station
49 Battersea Rise - Shepherd's Bush Grn, alight at South Kensington Station
70 Acton - South Kensington Station, alight at South Kensington Station
74 Baker Street Station - Putney, alight at South Kensington Station
345 Peckham Bus Station - South Kensington Station, alight at South Kensington Station
414 Maida Vale - Putney Bridge, alight at South Kensington Station
430 South Kensington Station - Minstead Gardens SW15

For London Transport ticket information, check the TFL website (<http://www.tfl.gov.uk/>) or download the [Visitor Guide to London](#).

Train

London Victoria and London Paddington are the nearest National Rail train stations.

Car/Taxi

Uber app – the easiest and cheapest way to request a car.
Black cabs can also be hailed anywhere.

Cycling

There are a number of public bicycle racks located towards the South side of the building. Bicycles are left on these racks at your own risk and Imperial College cannot take responsibility for any loss or damage. There are also several Santander Cycle Hire docking stations within walking distance of the College. The closest one is on Prince Consort Road just outside the RSM

building. For further information visit the [Santander Cycle Hire](#) website. You can find the best cycling route by using the [Transport for London cycling pages](#).

Accommodation

Imperial College has a number of local hotel partners who have been carefully selected with specially negotiated rates. A list of Hotels can be found on the Imperial College website here:

<http://www3.imperial.ac.uk/conferenceandevents/accommodation/hotelaccommodation>

It is important that you use the Imperial College booking site for this rather than contacting the hotel directly. Note these are 4 and 5 star hotels and are quite expensive, but even in cheaper hotels you can expect to pay £100+ per night in this area of London. You will need a credit or debit card to secure the booking but payment will only be taken when you are actually at the hotel.

At the time of the conference Imperial's student halls of residence are open to the public and provide great value bed and breakfast accommodation close to South Kensington:

<http://www3.imperial.ac.uk/summeraccommodation>

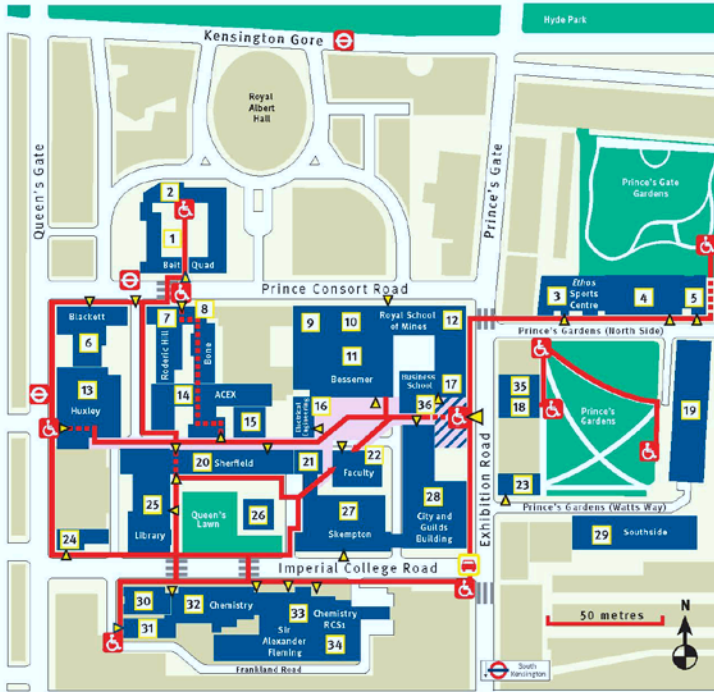
We'd recommend Prince's Gardens accommodation:

<https://www.speedybooker.com/vendor/princesgardenslondon.aspx>

Imperial College Campus map

Imperial College London

South Kensington Campus



- Main walkway
- Main entrance
- Accessible route
- Buildings where wheelchair access is not possible at this time
- South Kensington Underground
- Bus stops
- Building entrances
- Vehicle entrance



- | | | | |
|-----------------------------|------------------------------|--|--|
| 1 Beit Quadrangle | 12 Goldsmiths Building | 21 Grantham Institute for Climate Change | 30 Sir Ernst Chain Building – Wolfson Laboratories |
| 2 Imperial College Union | 13 Huxley Building | 22 Faculty Building | 31 Flowers Building |
| 3 Ethos Sports Centre | 14 ACE Extension | 23 58 Prince's Gate | 32 Chemistry Building |
| 4 Prince's Gdns, North Side | 15 William Penney Laboratory | 24 170 Queen's Gate | 33 Sir Alexander Fleming Building |
| 5 Weeks Hall | 16 Electrical Engineering | 25 Central Library | 34 Chemistry RCS1 |
| 6 Blackett Laboratory | 17 Business School | 26 Queen's Tower | 35 52 Prince's Gate |
| 7 Roderic Hill Building | 18 53 Prince's Gate | 27 Skempton Building | 36 Alumni Visitor Centre |
| 8 Bone Building | 19 Eastside | 28 City and Guilds Building | |
| 9 Royal School of Mines | 20 Sheffield Building | 29 Southside | |
| 10 Aston Webb | Student Hub | | |
| 11 Bessemer Building | Conference Office | | |