

Joining Instructions

Welcome to ECEG 2009, 29-30 June 2009

This two page document gives you the information you need for the conference. However, if when you have read it you have any queries you may e-mail me directly.

Contacting us

This mobile number will be available from Sunday 28 June +44 7791 840 999.

The Venue

The conference is being held at the **University of Westminster, 35 Marylebone Road, London NW1 5LS**
Telephone +44(0)20 7911 5000 x 3392.

Getting to the University

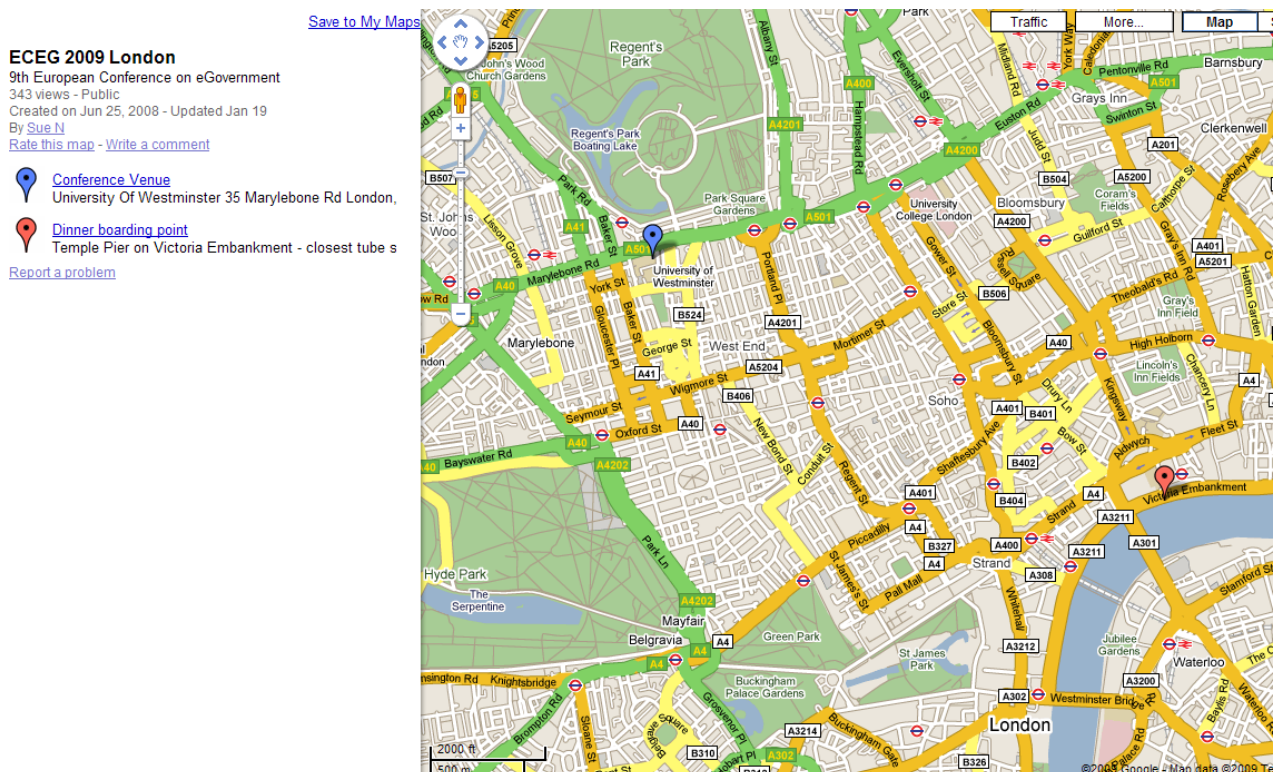
The University is in Central London and the closest underground station is Baker Street. There is no parking available at the University of Westminster. Please note that if you bring a car into this area of London you will need to pay the Congestion Charge on Monday and Tuesday.

On arrival at the University Main Entrance you will have to report to Security. They will have a list of participants attending the conference and they will admit you to the premises and direct you to our registration area. Registration will take place from 0900 on Monday 29 June (see below for details of pre-conference drinks on Sunday evening).

Accommodation Information

If you booked accommodation through us you are staying in the Marylebone Halls of Residence. These are on the university campus and are accessed through the main university entrance at 35 Marylebone Road. The nearest underground station is Baker Street and the University is located directly opposite Madame Tussauds. If you need to contact the Halls of Residence reception the telephone number is +44 (0) 207 911 5000 xn 5071. Check-in is from 1400 and checkout is by 1000. You can download a useful welcome pack about Marylebone Hall from the downloads section of <http://academic-conferences.org/eceg/eceg2009/eceg09-glance.htm> (bottom of page).

The map below shows the location of the University and the Boat boarding point for the conference dinner.



Pre Conference Registration and Drinks

If you are in London on Sunday evening, we invite you to come to the Canteen on the Ground Floor of the University where you can register for the conference, receive your conference pack and join us for a complimentary drink. This will give you the opportunity to meet some other delegates or meet up with colleagues. We will have a registration desk here between 1830 and 1930. You should enter the University through the main entrance at 35 Marylebone Road and Security will direct you to us.

Conference Dinner

The conference dinner is being held on Monday evening on a boat cruising along the River Thames. This is included in your conference registration fee, but we have to give the boat company numbers by **Thursday 25 June** so if you do not confirm to me that you are attending there may not be a place for you.

Please let us know if you have special dietary requirements and we will try to accommodate them.

Lunches and refreshments will be provided on both days of the conference.

Your Presentation

If you are presenting a paper at the conference you should check your slot on the timetable, which you will find at <http://academic-conferences.org/eceg/eceg2009/eceg09-timetable.htm> . Also check with the conference desk when you register, as we might have had to make last minute changes to the timings. There will be PowerPoint projection facilities available in each room. If you **email a copy of your PowerPoint slides to me by Thursday 25 June** we will load them for you, but do bring a copy on a data stick as well. If you do not send in your presentation in advance you may lose some of your presentation time on the day. If you are not planning to attend the full conference it is essential that you tell us when you will be arriving in preparation for your presentation. If you are not present at the break before your session the Chair may assume you are not coming.

Each session is allotted 30 minutes. This means a 20 minute presentation and 5 minutes for questions, leaving 5 minutes to change over from session to session.

Certificate of Attendance

If you need a signed certificate of attendance you can download a template certificate from the downloads area at <http://academic-conferences.org/eceg/eceg2009/eceg09-glance.htm> (bottom of the page). If you bring this with you to the conference we will have it signed for you.

Abstract Booklet

You can download a booklet of all the paper abstracts from the same area. You do not need to bring this with you to the conference as it will be provided in your conference pack, but you may like to look at it in advance to help you decide which sessions you would like to attend.

Invoice Receipts

If you require a stamped invoice to prove payment, please bring your original invoice with you (sent to you by email when you registered) and we can then stamp it for you.

Have a safe journey and I look forward to seeing you in London.

Sue Nugus

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