

Joining Instructions Welcome to ECEG 2010

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

The ACI team will be Sue Nugus, Peter and Derry Barrett and if you need to contact us this mobile number will be available from **Wednesday 16th of June** +44 7791 840 999. We are staying at the **Carlton Castletroy Park** and will be there from late afternoon on Wednesday 16th of June.

The Venue

The conference is being held in the **Kemmy Business School at the University of Limerick (No. 28 on the map)**. The main entrance to the university is on Plassey Park Road (just off the main Dublin Road (N7), number 1 on the map, and you will see two large wooden flagpoles and a black and white walled sculpture marking this entrance. Once you are on the campus, go to the first roundabout and take a left The Business School will be on your left. A larger version of this map can be downloaded from:

<http://academic-conferences.org/eceg/eceg2010/eceg10-glance.htm> (bottom of page)



Pre Conference Registration and Drinks

If you are in Limerick on **Wednesday evening**, we invite you to come to **Plassey House (No. 14 on the map)** to register for the conference, receive your conference pack and join us for a complimentary drink and snacks, between 18h30 and 19h30. This will give you the opportunity to meet some other delegates or meet up with colleagues.

Registration will take place in the Kemmy Business School from 09h00 on **Thursday 17th of June**, where coffee will be served. The conference will begin at 09h30.

Getting to the University of Limerick

The University is approximately forty minutes taxi ride from Shannon airport. This should cost in the region of **€35** Euros. Alternatively there is a coach which leaves outside the arrivals terminal in Shannon Airport approximately every 40 minutes. This will take you to the centre of Limerick City, where you will then have to take a taxi (or a bus; number

302/308 from William Street outside Boots the Chemist) out to the University. We would recommend that a taxi is the easier option for delegates travelling from Shannon Airport to the University.

Parking

There is limited free parking on campus. There is some parking available in Car park 1 but failing this the Western Car park is a pay car park that costs only 3 euros per day. A map of car parks can be downloaded from <http://academic-conferences.org/eceg/eceg2010/eceg10-glance.htm> (bottom of page).

Conference Dinner

The conference dinner is being held on **Thursday 17th of June** at the historic Bunratty Castle. The dinner will take the form of a medieval banquet with great food and entertainment! This is included in your conference registration fee, but we have to give the Castle numbers by **Friday 11 June** so if you do not confirm to me that you are attending there may not be a place for you at the dinner. Buses will leave from the University for the Castle at 1930 and will return to the University at about 2230.

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.

Accommodation Information (for those who arranged accommodation with us)

You will be staying at Dromroe Village which is located on the main University campus (No.26 on the map) Continental Breakfast is served into the residential apartments for you each day. The main entrance to the University is on Plassey Park Road (just off the main Dublin Road (N7)), and you will see two large wooden flagpoles and a black and white walled sculpture marking this entrance. Once you are on the campus, go to the first roundabout and take a left. Follow the road (between the fountains and over a pedestrian crossing) and continue until you reach a roundabout. Take the second exit off this roundabout and then the first right for Dromroe Village. PLEASE NOTE: no car parking is permitted in Dromroe Village, but some free car parking is available in Car Park 1. The village reception is open from 08h00 - 20h00 each day. If you are likely to arrive outside these times, please call the reception on +00 353 61 202977 to ensure that we make the necessary arrangements for you.

Your Presentation

If you are presenting a paper at the conference you should look at the updated timetable.

<http://academic-conferences.org/eceg/eceg2010/eceg10-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. Please **email a copy of your PowerPoint slides to me by Friday 11 June** we will load them for you, but do bring a back up 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 of the website at <http://academic-conferences.org/eceg/eceg2010/eceg10-glance.htm> (bottom of the page). Fill out the details as you require, print out the document and bring this with you to the conference where 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.

Twitter

To follow tweets about this conference, use #ECEG10.

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

Sue Nugus

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