

Joining Instructions

Welcome to ECEG 2011

This 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.





Important document downloads

1. If you need a certificate of attendance you should download it from here, fill out your details, print it out and bring it to the registration desk to have it stamped and signed.
<http://academic-conferences.org/eceg/eceg2011/eceg11-glance.htm>
2. Updated timetable: <http://academic-conferences.org/eceg/eceg2011/eceg11-timetable.htm>
3. Booklet of abstracts: <http://academic-conferences.org/eceg/eceg2011/eceg11-glance.htm>. (You will receive a copy at the conference but it is downloadable in case you would like to see it in advance).
4. Map showing the location of the University, the two hotels we show on the website and the conference dinner venue. The welcome drinks will be held at the **HOTEL SLON** which is in the centre of the map below. You can access a larger version of this map from <http://academic-conferences.org/eceg/eceg2011/eceg11-venue.htm>

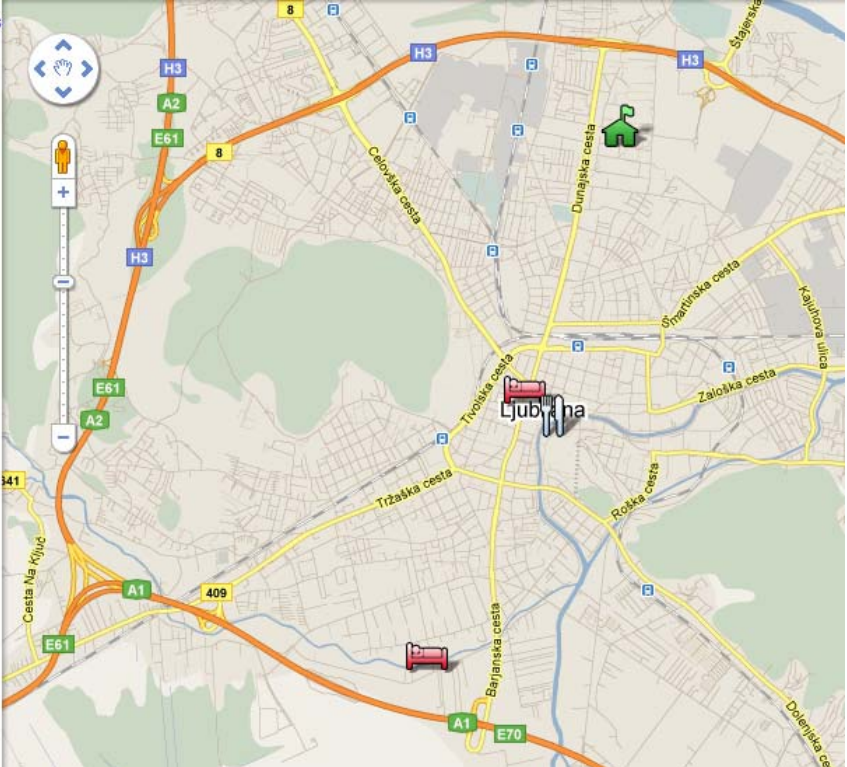
Save to My Maps

ECEG 2011 Slovenia

11th European Conference on eGovernment
312 views - Public
Created on Apr 27, 2010 - Updated 23 hours ago
By Sue N
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AHotel Hotel Ljubljana
-  [Conference Venue](#)
University of Ljubljana, Faculty of Administration Gosar
-  [Conference Accommodation](#)
Best Western Premier Hotel Slon
-  [Conference Dinner](#)
The Town Hall of Ljubljana 1 Mestni trg, Ljubljana 1001

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The Venue

The conference is being held at the University of Ljubljana, Faculty of Administration, Gosarjeva ulica 005, SI - 1000 Ljubljana, Slovenia. Tel: + 386 1 580 55 00. Look for signs to ECEG as you enter the University. It is not difficult to travel around Ljubljana by bus. Details of ticket options can be found at <http://academic-conferences.org/eceg/eceg2011/eceg11-venue.htm>. Taxis are also inexpensive within the city.

Contacting Us

Sue Nugus and Diane Benjamin will be the ACI representatives. You can reach Sue on her mobile + 44 7791 840999. Sue will be staying at Hotel Slon which is located at Slovenska cesta 34, 1000 Ljubljana, Slovenia. Telephone Tel. +386 (0) 1 470 11 00

Pre Conference Registration and Drinks

If you are in Ljubljana on the Wednesday evening, we invite you to come to the bar in the **Hotel Slon** where you can register for the conference, receive your conference pack and join us for a complimentary drink. We will have a registration desk here between **1830 and 1930**.

Conference Dinner

The conference dinner on Thursday evening is being held in the **City hall Ljubljana**. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by Wednesday the **8th of June**, so if you do not confirm to me that you are attending there may not be a place for you. The Conference dinner is about a five minute walk from the **Hotel Slon** and can easily be reached by bus from the **AHotel** - bus number 1 or 9.

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 look at the updated timetable, which is on the website at <http://academic-conferences.org/eceg/eceg2011/eceg11-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 Microsoft PowerPoint 2007 projection facilities available in each room. **If you send me your presentation I will upload it onto the conference computers in advance for you. If you do not do this by the Monday the 10th of June, you should bring it with you on a data stick. You can either run your presentation from your USB stick - or you can upload it onto the computer ahead of your presentation.** 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 stream 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.

Posters

You will be told where to display your poster when you arrive on Thursday morning.

Certificate of Attendance

If you need a stamped certificate of attendance you can download a template certificate from the downloads area of the website at <http://academic-conferences.org/eceg/eceg2011/eceg11-glance.htm>

Fill out the details before printing as you require and bring this with you to the conference where we will have it officially stamped for you.

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 see you in Slovenia!

Sue Nugus

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