

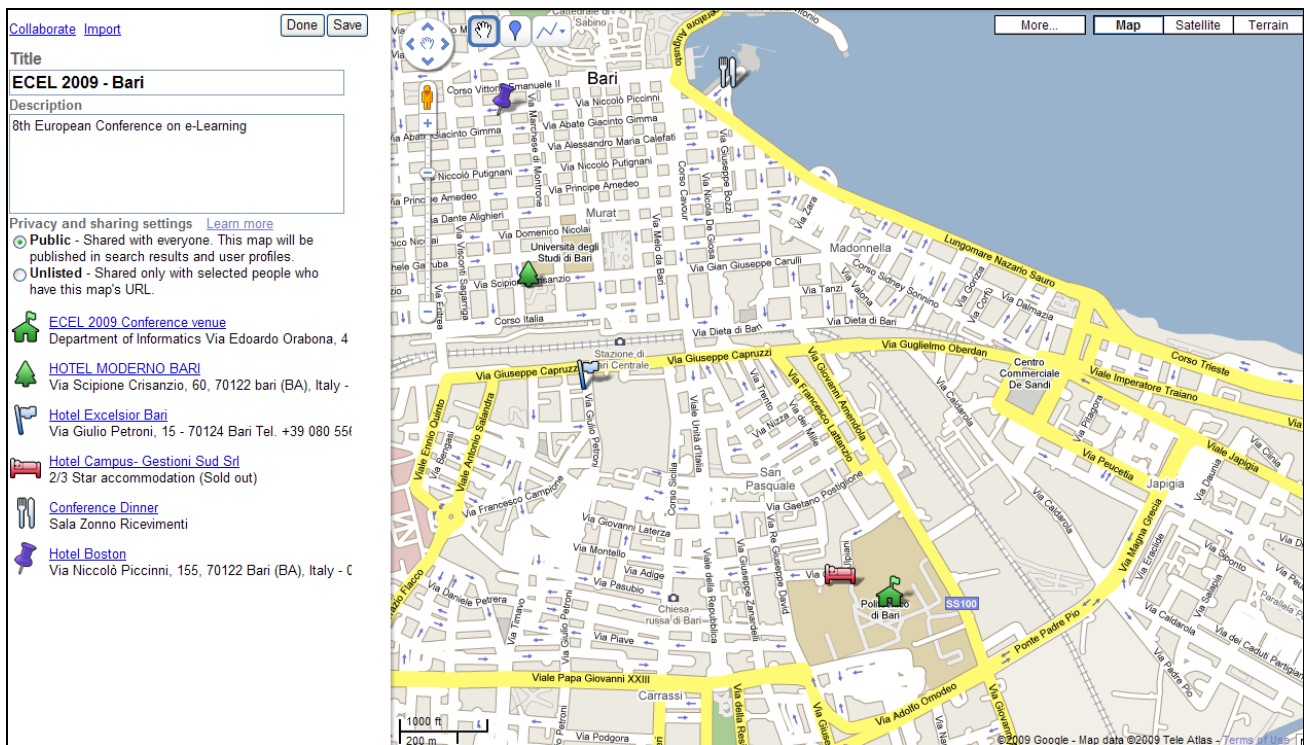
# Joining Instructions

## Welcome to ECEL 2009

This **3 page** document gives you the information you need for the conference. However, if when you have read it you have any queries please do e-mail me directly.

The ACI staff in Bari will be Sue Nugus, Peter and Derry Barrett. The following mobile phone number will be available from Wednesday 28 October, +44-7791 840 999.

The map below shows the location of Conference Hotels, the University and the Conference Dinner location. The Campus Hotel is very close to the university. The Excelsior and the Moderno Hotels are approximately 15 minutes walk or 5 minutes in a taxi and the Boston Hotel is a 30 minute walk or 10 minute taxi ride.



You can find this map on our [GoogleMap](http://academic-conferences.org/ecel/ecel2009/ecel09-venue.htm) page with links to the hotel marked by clicking from <http://academic-conferences.org/ecel/ecel2009/ecel09-venue.htm> or by typing ECEL 2009 into GoogleMaps.

### The Venue

The conference is being held at **The Dept of Informatics**, which is inside the University Campus in **Via Orabona, 4 - Bari**.

Registration will take place from **08:30 on Thursday 29 October**, where coffee will be served. Please follow the internal signage throughout the main building for registration/tea/coffee breaks and conference sessions). The conference will begin at **09:30**.

### If you are staying at the Campus Hotel

The Campus Hotel, Via Celso Ulpiani, 11 70126 Bari Tel: +39 080 552 0805 is actually on the campus of the University and is just a few minutes walk from the Department of Informatics, where the conference will be held. The reception staff at the hotel should be able to show you exactly where to go. Check-in at the Campus Hotel is from 1400 and check-out is by 1000 on the morning of departure. You have paid for bed and breakfast. Your credit card will be requested to cover any extras you may incur.

**If you are staying at the Moderno Hotel**

The Moderno Hotel, Via Scipione Crisanzio, 60, 70122 Bari (BA), Tel: +39 080 521 3313 is about a 15 minute walk from the University. The reception staff at the hotel should be able to show you exactly where to go. Check-in at the Moderno Hotel is from 1400 and check-out is by 1000 on the morning of departure. You have paid for bed and breakfast. Your credit card will be requested to cover any extras you may incur.

**If you are staying at the Excelsior Hotel**

The Excelsior Hotel, Via Giulio Petroni, 15 - 70124 Bari. Tel: +39 080 556 4366 is about a 15 minute walk from the University, or 5 minutes in a taxi. The reception staff at the hotel should be able to show you exactly where to go. Check-in at the Excelsior Hotel is from 1400 and check-out is by 1000 on the morning of departure. You have paid for bed and breakfast. Your credit card will be requested to cover any extras you may incur.

**If you are staying at the Boston Hotel**

The Boston Hotel, Via Niccolò Piccinni, 155, 70122 Bari (BA). Tel: +39 080 521 6633 is about a 30 minute walk from the University, or 10 minutes by taxi (approximately 10 euros). The reception staff at the hotel should be able to show you exactly where to go. Check-in at the Boston Hotel is from 1400 and check-out is by 1000 on the morning of departure. You have paid for bed and breakfast. Your credit card will be requested to cover any extras you may incur.

**Pre Conference Registration and Drinks**

If you are in Bari on Wednesday evening, we invite you to come to the Bar at the **Excelsior Hotel** to register for the conference, receive your conference pack and join us for a complimentary drink, **between 18h30 and 19h30**. This will give you the opportunity to meet some other delegates or meet up with colleagues.

**Conference Dinner**

The conference dinner is being held on **Thursday evening**. We will enjoy dinner in a restaurant by the sea, close to the old town of Bari. This is included in your conference registration fee, but we have to give the caterers numbers by **Friday 23 October** so if you do not confirm to me that you are attending there may not be a place for you at the dinner.

Lunches and refreshments will be provided on both days of the conference. Please let us know if you have special dietary requirements and we will try to accommodate them.

**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/ecel/ecel2009/ecel09-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. As the versions could vary I suggest you bring your presentation in Office 2003 compatible format. **Please note that I am no longer collecting presentations in advance. This is due to the fact that the majority of people arrive at the conference having made changes to their presentation and so need to update it anyway. Please bring your presentation on a data stick and you can either run it directly from the stick or you can upload it onto the conference computer prior to your presentation.** If you would like to send me a copy of your presentation for backup you can do this and I will bring them with me to the conference. 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 start 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. Your poster will be displayed for the duration of the conference. But the afternoon tea break on Thursday afternoon will be timetabled for you to stand by your poster to talk to other participants interested in your research.

**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/ecel/ecel2009/ecel09-glance.htm> (bottom of the page). Fill out the details as you require 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.

I wish you a safe journey and look forward to seeing you in Bari.

Sue Nugus

[sue@academic-conferences.org](mailto:sue@academic-conferences.org)