

Joining Instructions

Welcome to ECIC 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 Sunday 28 March +44 7791 840 999. We are staying at the Hotel Villa Rica and will be there from late afternoon on Sunday 28 March.

The Venue

The conference is being held in the **ISCTE Lisbon University Institute, Av. Forças Armadas, 1649-026 Lisboa, Portugal. Phone:: +351 21 790 30 86 /+351 21 790 32 19** The map below shows the locations of the Institute and the hotel. You can download a larger version of this from

<http://academic-conferences.org/ecic/ecic2010/ecic10-venue.htm>

[Collaborate](#)

ECIC 2010 Lisbon

This map shows the conference venue and hotel. Once details for the conference dinner are confirmed, the venue will be added.

443 views - Public

Created on Jul 17, 2009 - Updated Oct 22, 2009

By [Sue N](#)

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[Conference Venue](#)

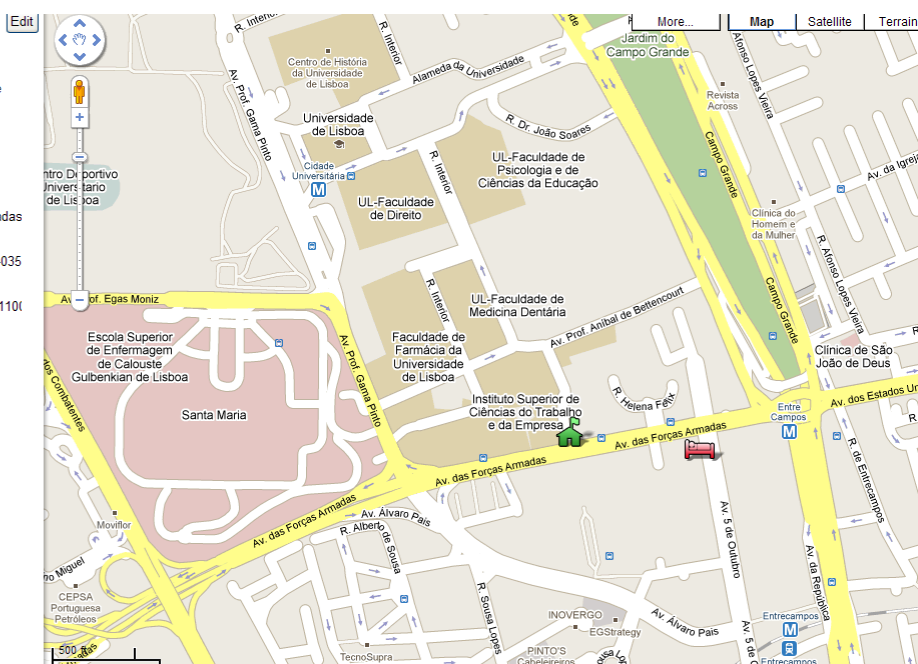
ISCTE Lisbon University Institute Av. Forças Armadas

[Conference Hotel](#)

Hotel Villa Rica Avenida 5 de Outubro, 295 1600-035

[Conference Dinner Venue](#)

Restaurante Casa do Leão Castelo de São Jorge 1100



Pre Conference Registration and Drinks

If you are in Lisbon on Sunday evening, we invite you to come to the bar in the Hotel Villa Rica 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 participants or meet up with colleagues. We will have a registration desk here between 18.30 and 19.30.

Getting to the ISCTE and to the Villa Rica Hotel

Taxis from the airport will cost around 15€. For those arriving by train you should take the underground at Oriente Railway station (red line) towards S. Sebastião, where you should change to the yellow line towards Entre Campos. A one-way ticket costs 1€. You can find the underground map at

<http://www.metrolisboa.pt/Default.aspx?tabid=138>

Accommodation Information (for those who arranged accommodation with us)

If you booked accommodation with us you are staying in the Hotel Villa Rica, Av Avenida 5 de Outubro, 295 1600-035 Lisboa, Telephone +351 21 004 3000. (See map above). Check in is at 15.00 and check out is at 12.00. You have paid for bed and breakfast. You will be asked for a credit card on arrival to cover any extras you may incur.

Conference Dinner

The conference dinner on Monday 29 March is being held at Restaurant Casa do Leão. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by **Tuesday 23 March**, so if you do not confirm to me that you are attending there may not be a place for you. We will travel to and from dinner by bus.

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/ecic/ecic2010/ecic10-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 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 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 Monday morning.

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/ecic/ecic2010/ecic10-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 #ECIC10.

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

Sue Nugus

sue@academic-conferences.org