

Joining Instructions

Welcome to ECIC 2009

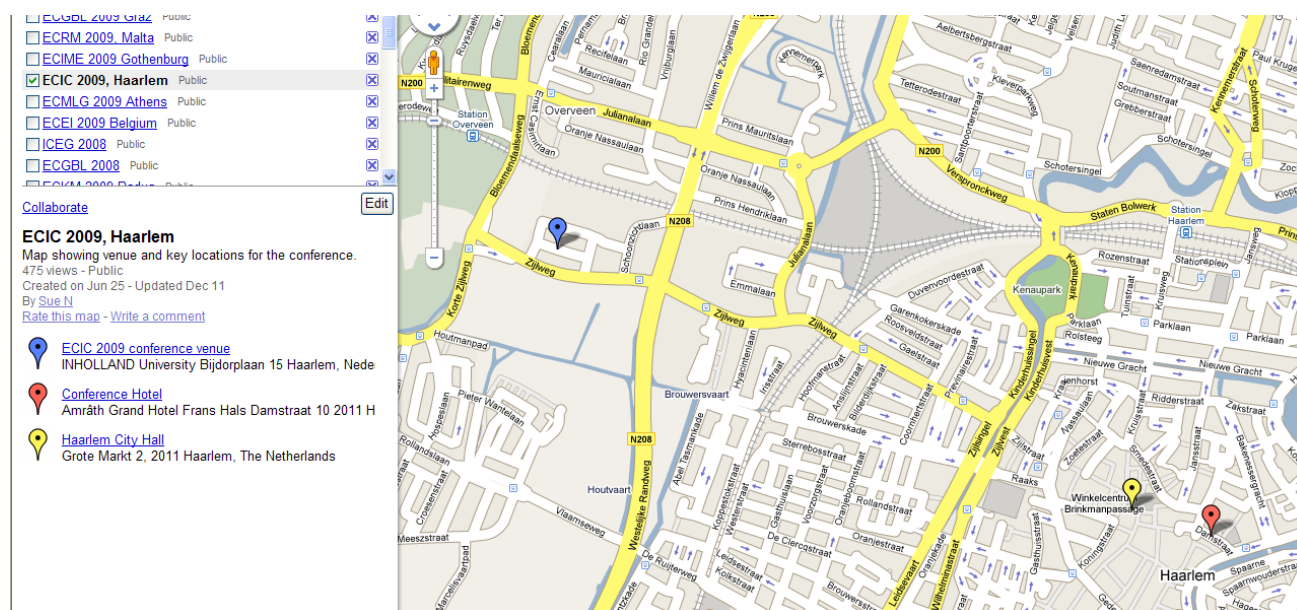
This two-page document gives you the information you need for the conference. However, if when you have read it you have any queries you may e-mail me directly.

Contacting Us

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 Monday 27 April +44 (0) 7791 840 999. We are staying at the Amrâth Grand Hotel Frans Hals and will be there from midday on Monday 27 April.

The Venue

The conference is being held in the **Hogeschool INHOLLAND, Bijdorplan 15, 2015 CE Haarlem**, Tel: +31 (0) 23 541 24 12. The map below shows the relative location of the University, the Amrâth Grand Hotel Frans Hals and the City Hall (where the Welcome Reception will be held).



A larger version of this map can be accessed from <http://academic-conferences.org/ecic/ecic2009/ecic09-venue.htm>

Welcome Reception and Pre Conference Registration

If you are in Haarlem on Monday evening between 1800 and 1930, we invite you to come to a **Welcome reception in the City Hall of Haarlem in the company of Mr. Schneiders, the Mayor of Haarlem, and Geert Dales, chairman of the board of INHolland University**. The address of the City Hall is Grote Markt 2, Haarlem, and is a 3 minute walk from Hotel Frans Hals. In addition to enjoying a drink with the Mayor, you will be able to register for the conference and receive your conference pack. This will give you the opportunity to meet some other participants or meet up with colleagues. We will have a registration desk here between 1800 and 1930.

Please let me know if you plan to be at the welcome reception as we have to give numbers to the Mayor's Office.

Getting to Haarlem

From **Amsterdam Schiphol Airport** there is a direct main line train service to Haarlem several times each hour. For the University you need the Overveen Station and InHolland is less than a five minute walk. For the Amrâth Grand Hotel Frans Hals, Haarlem Central Station is closer. It will be a short taxi ride or a 10 minute walk from the station to the hotel. The price of a train ticket **from Schiphol to Haarlem** is approximately **€ 5,50** and a taxi from Haarlem Central Station to the hotel will cost approximately **€ 7.50**. There is also a direct trainconnection (only 4 minutes!) between Haarlem Station and Overveen Station (every 30 minutes).

You will find further details, including driving directions at http://academic-conferences.org/pdfs/ecic_route.pdf

Accommodation Information (for those who arranged accommodation with us)

If you booked accommodation with us you are staying in the **Amrâth Grand Hotel Frans Hals, Damstraat 10, 2011 HA Haarlem, Telephone +31 (0) 23 518 1818**. Check-in is from 1400 and check-out is by 12 noon. There is public car park under the hotel and the cost is €30.00 per 24 hours.

It is approximately a 15 minute walk from the hotel to INHOLLAND. Alternatively you can take the bus 4 direction Heemstede from the Nassaulaan (7 minute walk from the Hotel) to the Bijdorplan. Or you can go by taxi, this will cost approximately €10.

Conference Dinner

The conference dinner on Tuesday 28 April 2008 is being held at **De Kelderhof, Prinsengracht 494, Amsterdam**. Dress is smart casual. This is included in your conference registration fee, but we have to give the restaurant the numbers by **Thursday 23 April**, 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/ecic2009/ecic09-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 Thursday 23 April** and we will load them onto the conference computers 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 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.

Certificate of Attendance

If you require a certificate of attendance you can download a template from

<http://academic-conferences.org/ecic/ecic2009/ecic09-glance.htm>

You should print this out and fill in your details and bring it with you to the conference where we will have it signed 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.

Sue Nugus

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