

Joining Instructions

Welcome to ECIME 2008

This document should give you the information you need in advance of the conference. However, do not hesitate to get in touch if you need anything further.

Contacting Us

The conference team includes Peter and Derry Barrett and Sue Nugus. Peter and Derry will be staying on the campus. This mobile number will be available from Wednesday 10 September +44 (0)7791 840 999.

The Venue and getting there.

The conference is being held in the **School of Management, Moore Building**, Royal Holloway University of London, Egham Hill, Egham, Surrey, TW20 0EX. Telephone +44 (0) 1784 414348. The map below shows the location of the university, **but you should download a more detailed pdf file from**

<http://academic-conferences.org/ecime/ecime2008/ecime08-glance.htm> This document includes a parking pass which you will need to leave in your car window whilst you are on campus. There is only one entrance to the University. If you are staying on campus you are staying in the Butler Building which is No. 3 on the campus map. The closest car parks are Car Park 5 or 6. The Moore Building, also named the School of Management is Building number 12 and Car park 12 is the closest.



Checking in to Campus Accommodation

If you have booked accommodation with us you are staying in the Butler Building (Building 3 on the map that you should download from <http://academic-conferences.org/ecime/ecime2008/ecime08-glance.htm>). Room keys can be collected from the Hub Customer services desk (building 41 on the Campus map). Bedrooms are accessible from 2pm. The Customer Services desk is staffed 24 hours but if you expect to arrive after 10pm, please contact Customer Services on 01784 443285 so Security can be advised.

Pre Conference Registration and Drinks

If you are in town on Wednesday evening, we invite you to come to the Medicine Bar in Building 45 **between 18h30 and 19h30**. You will be able to 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 delegates or meet up with colleagues.

Getting to Royal Holloway

By air

Heathrow airport is about seven miles from the College and the journey is quickest by taxi. Taxis are available at the airport, but you should check the fare in advance; it is cheaper to telephone one of the local taxi services. Alternatively, take bus number 441 from Heathrow Central Bus Station to the College. From Gatwick airport, take the bus to Heathrow and follow the procedure above, or telephone for a taxi. For information on flights and airport information visit www.baa.com

By taxi

There is a taxi rank at Egham station in the main car park. Otherwise, turn right out of the station onto Station Road and there is a taxi office on the left, next to the Build Center. Some local taxi firms include Area Cars (01784 471001), Egham Cars (01784 434646), and Gemini Cars (01784 471111).

By train

There are frequent services from London Waterloo to Egham (40 minutes); Woking to Egham (35 minutes, change at Weybridge) and Reading to Egham (40 minutes). Services at weekends, especially those on Sunday, are less frequent than on weekdays. Train links to the rest of the country are available via the London stations or Reading. Eurostar services to mainland Europe also operate in and out of London. For local train timetables, visit www.southwesttrains.co.uk/

On foot from Egham Station

The College is about a mile from Egham Station, approximately 20 minutes walk. Turn right out of the station along Station Road and walk about 100 yards to the T-Junction and the traffic lights. Turn left at the junction and follow the road up to the large roundabout; go left up Egham Hill. The main College entrance is on the left immediately after the second footbridge.

By bus

The following buses stop outside the College: London & Country buses 441 (Heathrow to Englefield Green), Bee Line 41 and 43 (Staines to Slough or Maidenhead), Westlink 417 (Hounslow to Windsor).

Your Presentation

If you are presenting a paper at the conference you should look at the timetable, which is attached. 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 14 April** in order that they can be uploaded 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.

Internet Facilities

There is open wireless Internet access in the Moore Building and computers in the conference rooms are connected to the internet. Some guest usernames and passwords will be available for guests wishing to use the College's PC labs.

The Conference Dinner

The conference dinner is being held on Thursday evening at 1900 and is a cruise along the River Thames. This is included in your conference registration fee, but we have to give the caterers by numbers **Friday 5 September** 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 the river by coach.

Lunches and refreshments will be provided on both days of the conference. **Please let me know if you have any special dietary requirements as soon as possible.**

I look forward to meeting you at Royal Holloway. Have a safe journey.

Sue Nugus

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