

Joining Instructions

Welcome to ECIME 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.

Important document downloads

1. If you need a certificate of attendance you should download it from here, fill out your details and bring it to the registration desk for signature.

<http://academic-conferences.org/ecime/ecime2010/ecime10-glance.htm>

2. Map showing the location of the University, the Hotel - Holiday Inn Lisbon-Continental

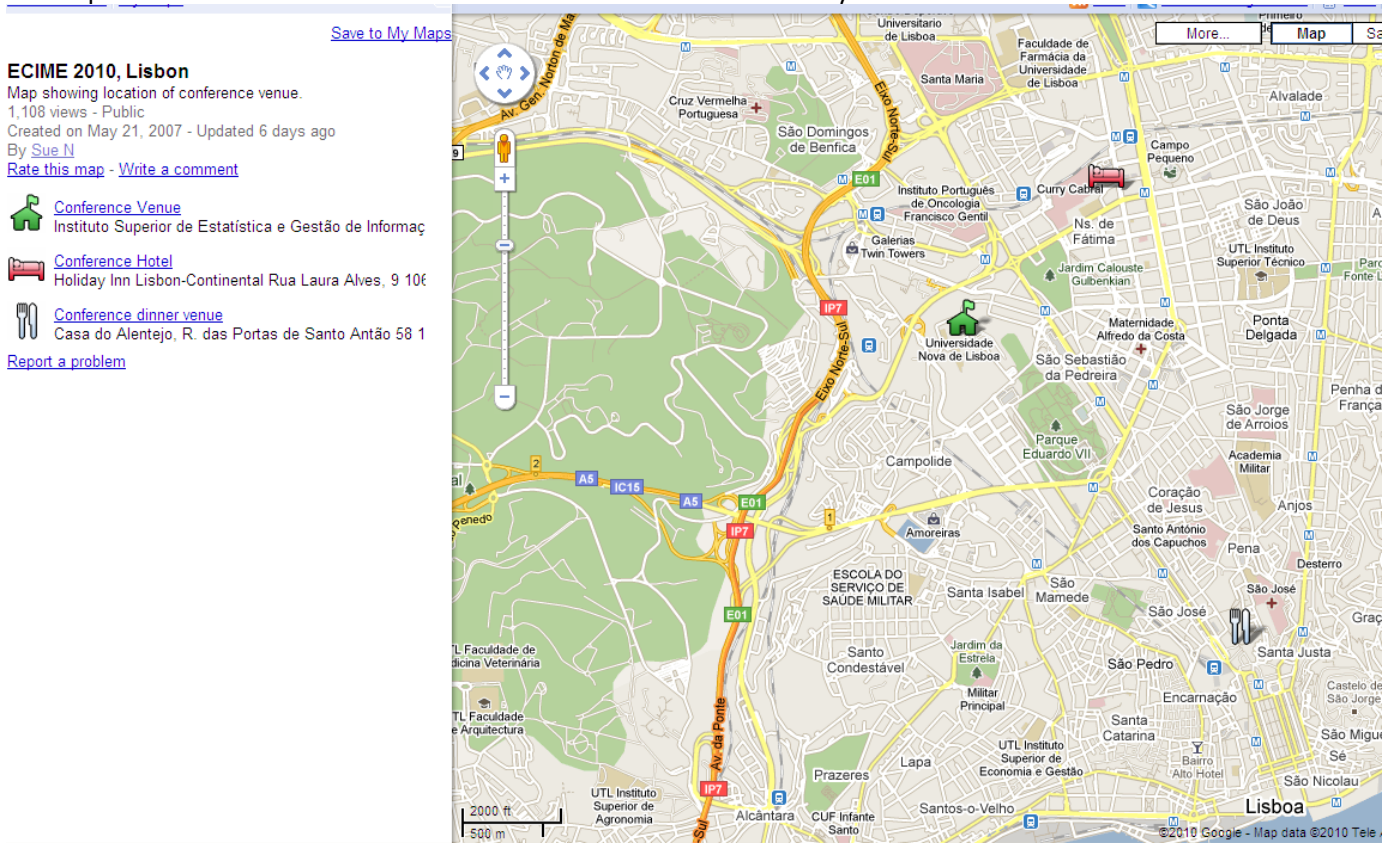
<http://academic-conferences.org/ecime/ecime2010/ecime10-venue.htm>

3. Updated timetable: <http://academic-conferences.org/ecime/ecime2010/ecime10-timetable.htm>

Booklet of abstracts: <http://academic-conferences.org/ecime/ecime2010/ecime10-glance.htm>

4. (You will receive a copy at the conference but it is downloadable in case you would like to see it in advance).

The map below shows the location of the Hotel in relation to the University and the conference dinner location.



A larger version of this map can be accessed from <http://academic-conferences.org/ecime/ecime2010/ecime10-venue.htm>

The Venue

The conference is being held at the **Instituto Superior de Estatística e Gestão de Informação - Campus de Campolide 1070-312 LISBOA**. It is near the Lisbon Mosque, at the "Rua da Mesquita", the Banco Popular and the Banco Santander Totta. Contact tel. nr. +351 213 715 600.

Contacting Us

The ACI team will be Sue Nugus and Peter Barrett.

We are staying at the Holiday Inn Lisbon-Continental from Wednesday afternoon and can be contacted on +44 (0) 7791 840 999

Pre Conference Registration and Drinks

If you are in Lisbon on Wednesday evening, we invite you to come to the Bar at the Holiday Inn Hotel 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.

Hotel Check-in/Checkout arrangements

If you booked your accommodation through ACI you will be staying in the Holiday Inn Lisbon-Continental Check-in is from 1400 and check-out from 1200. You will be able to leave luggage with the conference reception desk if you are departing on Friday. You have paid for bed and breakfast. You will be asked for a credit card on check-in to cover any extras you may incur.

Conference Dinner

The conference dinner on **Thursday 9 September 2010** is being held at the Casa do Alentejo, a former palace in old Lisbon. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by **Friday 3rd of 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 dinner by coach.

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/ecime/ecime2010/ecime10-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. **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 Friday 3rd of September. 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 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. We encourage you to display your poster for the full duration of the conference. You should stand by your poster at the Thursday tea break when other participants will expect you to be there and be able to discuss 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/ecime/ecime2010/ecime10-glance.htm>

Fill out the details as you require and then print it out printing 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.

Sue Nugus

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