

Joining Instructions

Welcome to ECIW 2008

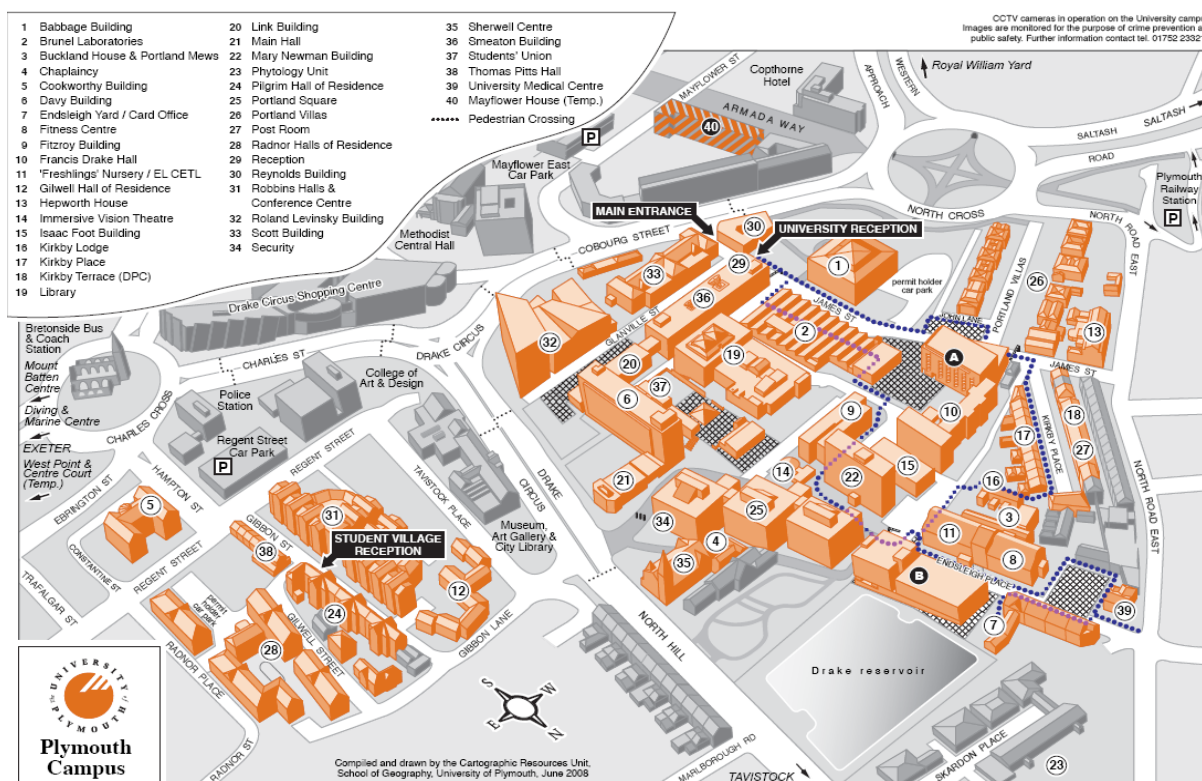
This two-page document gives you the information you need for the conference. However, if when you have read it you have any queries you may e-mail me directly.

Contacting Us

The ACI team will be Elaine Hayne, Peter and Derry Barrett and if you need to contact them this mobile number will be available from Sunday 30 June 07733 151 068. They are staying on the University Campus and will be there from late afternoon on Sunday 30 June.

The Venue

The conference is being held in the **Portland Square Building**. The map below is a campus map of the University. You can download a larger version of this from <http://academic-conferences.org/eciw/eciw2008/eciw08-glance.htm>



Pre Conference Registration and Drinks

If you are in Plymouth on Sunday evening, we invite you to come to the **Atrium of the Portland Square Building** 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 delegates or meet up with colleagues. We will have a registration desk here between 1830 and 1930.

Getting to Plymouth

The closest railway station is Plymouth. Trains run frequently from London Paddington. If you fly into Heathrow you can take either the Piccadilly line on the Underground or the Heathrow Express into Paddington and then take the train to Plymouth. The journey from Paddington to Plymouth is around 3 hours. A taxi from the station to the university takes 5-10 minutes and will cost about £6. If you fly into Plymouth airport a taxi will take about 20 minutes and will cost around £20. You can access a Google map of the area from <http://academic-conferences.org/eciw/eciw2008/eciw08-venue.htm>

Accommodation Information (for those who arranged accommodation with us)

If you booked accommodation with us you are staying in the student accommodation. You should go to the Student Village reception (see map above) in Gibbon Street where you can collect your key. Reception is open from 0800 - 2200 daily. Late arrivals should ring reception in advance to give estimated time of arrival (tel: 08717 007135).

The keys can then be left for security to issue from reception. When you arrive either go to the 24 hour security office which is in Portland square (no 34), or call security from outside reception - tel 01752 233210, and security will come over or call out the on duty receptionist..

Conference Dinner

The conference dinner on Monday 30 June is being held at Boringdon Hall. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by **Wednesday 25 June**, 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/eciw/eciw2008/eciw08-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 Wednesday 25 June** 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.

Have a safe journey.

Sue Nugus

sue@academic-conferences.org