

Joining Instructions

Welcome to ECIW 2009

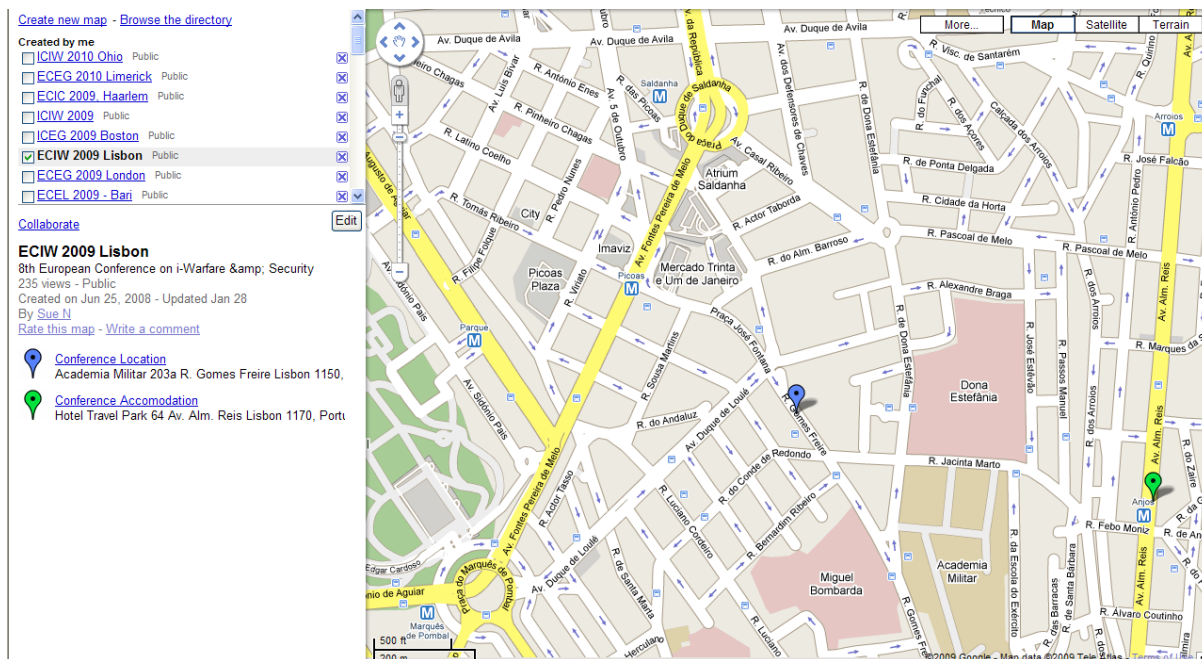
This two-page document gives you the information you need for the conference. However, if when you have read it you have any queries you may e-mail me directly.

Contacting Us

The ACI team will be Elaine Hayne, Peter and Derry Barrett and if you need to contact them this mobile number will be available from Sunday 5 July 07733 151 068. They are staying on the Military Academy Campus and will be there from late afternoon on Sunday 5 July.

The Venue

The conference is being held in the **Academia Militar, Rua de Dona Estefânia, 1, 1150, Lisbon**. The map below shows the locations of the Academia and the hotel. You can download a larger version of this from <http://academic-conferences.org/eciw/eciw2009/eciw09-venue.htm>



Pre Conference Registration and Drinks

If you are in Lisbon on Sunday evening, we invite you to come to the bar in the Hotel Travel Park 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 the Academia and the 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 Alameda, where you should change to the green line towards Cais do Sodré - getting off at Anjos), or at Santa Apolónia (blue line until Baixa-Chiado, where you should change to the green line towards Telheiras, getting off at Anjos). The Anjos underground station is 100m from the hotel and about 300m from the Academia. A one-way ticket costs 1€. You can find the underground map at <http://www.metrolisboa.pt/Default.aspx?alias=www.metrolisboa.pt/eng>

Accommodation Information (for those who arranged accommodation with us)

If you booked accommodation with us you are staying in the Hotel Travel Park, Av. Almirante Reis, 64, 1150-020 Lisboa. Telephone +351 21 810 2152. Check in is at 1400 and check out is at 1000. 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 6 July is being held at "O Padeiro" (The Baker), in Nafarros. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by

Thursday 2 July, 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/eciw2009/eciw09-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 2 July** 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 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.

Certificate of Attendance

If you need a signed certificate of attendance you can download a template certificate from the downloads area at <http://academic-conferences.org/eciw/eciw2009/eciw09-glance.htm> (bottom of the page). If you bring this with you to the conference 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.

Have a safe journey.

Sue Nugus
sue@academic-conferences.org