

Joining Instructions

Welcome to ECIW 2011

This 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, print it out and bring it to the registration desk to have it stamped and signed.

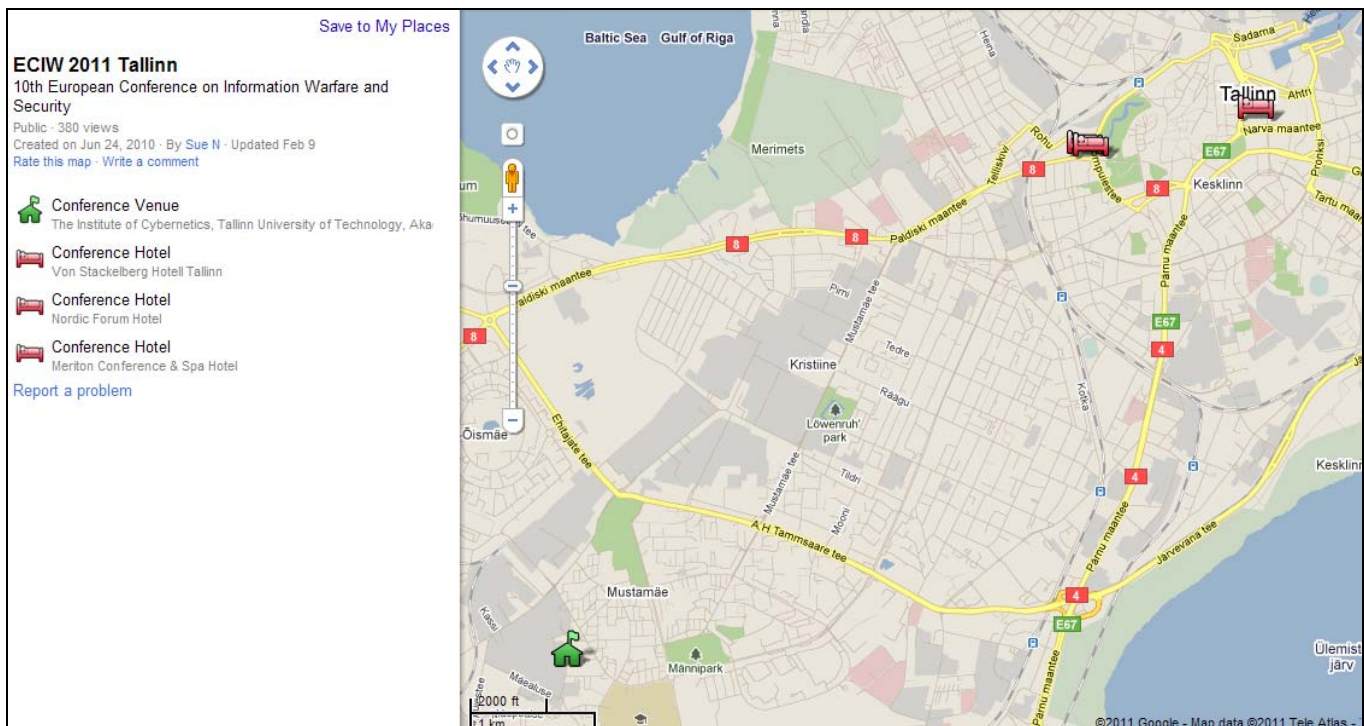
<http://academic-conferences.org/eciw/eciw2011/eciw11-glance.htm>

2. Updated timetable: <http://academic-conferences.org/eciw/eciw2011/eciw11-timetable.htm>

3. Booklet of abstracts: <http://academic-conferences.org/eciw/eciw2011/eciw11-glance.htm> (You will receive a copy at the conference but it is downloadable in case you would like to see it in advance).

4. Map showing the location of the University, the accommodation we show on the website and the conference dinner venue. You can access a larger version of this map from

<http://academic-conferences.org/eciw/eciw2011/eciw11-venue.htm>



The Venue

The conference is being held at The Institute of Cybernetics, Tallinn University of Technology, Akadeemia tee 21, Tallinn 12618, ESTONIA. Follow signs for **ECIW** and a detailed campus map can be downloaded at:

<http://www.ttu.ee/contact/maps>

Getting to the Institute from the Hotels

A Taxi from the Hotels will cost approximately 10EUR. Be sure to ask for a receipt.

To travel by public transport you should take the bus number 23 to **Raja** (pronounced *ra-yah*) or trolley bus number 3 to **Keemia**. The closest stop for both from the von Stackelberg and Meriton Hotels is Tõnismägi. The closest stop for both from the Nordic Forum Hotel is Kaubamaja. You can purchase a ticket at the vehicle (1,60EUR full price, ISIC/ITIC card discount 0,80EUR - bring exact change) or from vending machines or sales points (post offices, R-Kiosks etc. - 1 EUR full price, 0,50EUR discount price). For other ticket options (day ticket etc.), see: <http://www.tallinn.ee/eng/Fares-and-tickets-in-Tallinn-01.01.2011>

The bus ride takes about 35 minutes. Buses leave Kaubamaja at 0749, 0802, 0815 and Tõnismägi at 0756, 0809, 0822. The trolley bus ride takes about 25 minutes. Trolleys leave Kaubamaja at 0801, 0808, 0815 and Tõnismägi 0806, 0814, 0821.

For public transportation schedules and routes, see:

http://soiduplaan.tallinn.ee/?a=p.routes&transport_id=bus&t=xhtml&l=en

Contacting Us

Sue Nugus and John Kelly will be the ACI representatives. You can reach Sue on her mobile + 44 7791 840999. Sue and John will be staying at the von Stackelberg Hotel.

Pre Conference Registration and Drinks

If you are in Tallinn on the Wednesday evening, we invite you to join us at the von Stackelberg Hotel Lobby-bar for a complimentary drink, where you can register for the conference and receive your conference pack. We will have a registration desk open between 1830 and 1930.

Conference Dinner

The conference dinner on Thursday evening is being held at the **Estonian Open Air Museum**. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by **Thursday 30th of June**, so if you do not confirm to me that you are attending there may not be a place for you. We will be travelling to and from the 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/eciw2011/eciw11-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 Microsoft PowerPoint 2007 projection facilities available in each room. **If you send me your presentation Sue will upload it onto the conference computers in advance for you. If you do not do this by the Monday 4th of July, 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 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.

Posters

You will be told where to display your poster when you arrive on Thursday morning.

Certificate of Attendance

If you need a stamped certificate of attendance you can download a template certificate from the downloads area of the website at <http://academic-conferences.org/eciw/eciw2011/eciw11-glance.htm>

Fill out the details before printing as you require 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 and Sue and John look forward to seeing you in Estonia!

Elaine

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