

Joining Instructions

Welcome to ECKM 2008

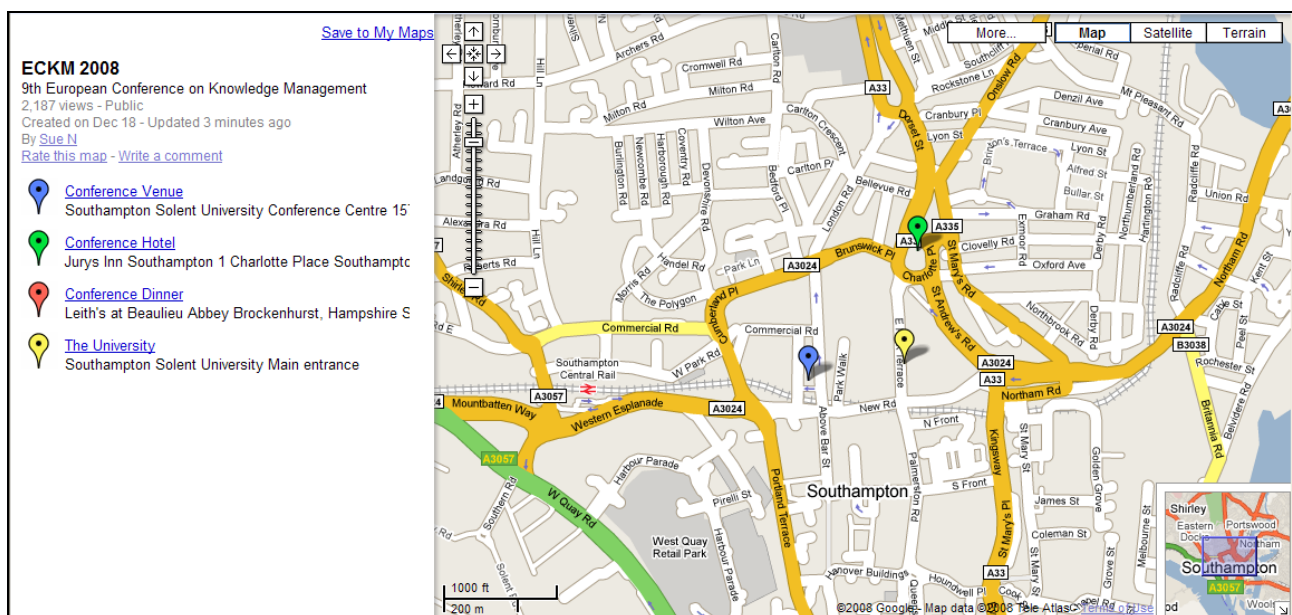
This two-page document gives you the information you need for the conference. However, if when you have read it you have any queries you may e-mail me directly.

Contacting Us

The ACI team will be Sue Nugus, Peter and Derry Barrett and if you need to contact them this mobile number will be available from Wednesday 3 July 07791 840 999. We are staying at the Jury's Inn Hotel and will be there from late afternoon on Wednesday 3 July.

The Venue

The conference is being held in the **Conference Centre** of Southampton Solent University, 157 - 187 Above Bar Street, Southampton, SO14 7NN, Tel: +44 (0) 23 8031 9602/9639. The map below shows the relative location of the main University Building, the Conference Centre and the Jury's Inn Hotel. Please note that the Conference Centre is a Block away from the main university building. The Railway station is also shown on this map and both the university and the hotel are within 10 minutes walk of the station.



A larger version of this map can be accessed from <http://academic-conferences.org/eckm/eckm2008/eckm08-venue.htm>.

Pre Conference Registration and Drinks

If you are in Southampton on Wednesday evening, we invite you to come to the **Bar in the Jury's 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 delegates or meet up with colleagues. We will have a registration desk here between 1830 and 1930.

Getting to Southampton

From **Southampton airport** there is a direct main line train service to Southampton Central Station several times each hour. There is also a regulated taxi service which costs less than £10.

The main **railway station** for Southampton is Southampton Central. The London terminus for this line is London Waterloo, served by South West Trains. Those coming from north or west of London can also come via Reading or Salisbury. Train information can be obtained at <http://www.nationalrail.co.uk/> and there are links from this site to buy tickets in advance of travel. Trains to and from London take as little as 1 hour.

If travelling by **car**, maps of the Southampton area including motorway links are available at www.solent.ac.uk/findus If using a Sat Nav enter the postcode <<SO14 7NN >> for the Conference Centre. There is only drop-off parking available at the Conference Centre, but long-term multi-storey car parks are within easy walking distance and there is parking available at The Jury's Inn Hotel.

Accommodation Information (for those who arranged accommodation with us)

If you booked accommodation with us you are staying in the Jury's Inn Hotel. Check-in is from 1400 and check-out is by 12 noon. There is an NCP car park under the hotel and the cost to residents is £6.00 per 24 hours.

Conference Dinner

The conference dinner on Thursday 4 September 2008 is being held at Leith's Restaurant at Beaulieu Motor Museum. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by **Friday 29 August**, 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/eckm/eckm2008/eckm08-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 Friday 29 August** 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

We can provide you with a signed certificate of attendance, provided you request this in advance. Please note that if you do not request this in advance we will only be able to email you the certificate after the conference.

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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