

Joining Instructions

Welcome to ECKM 2009

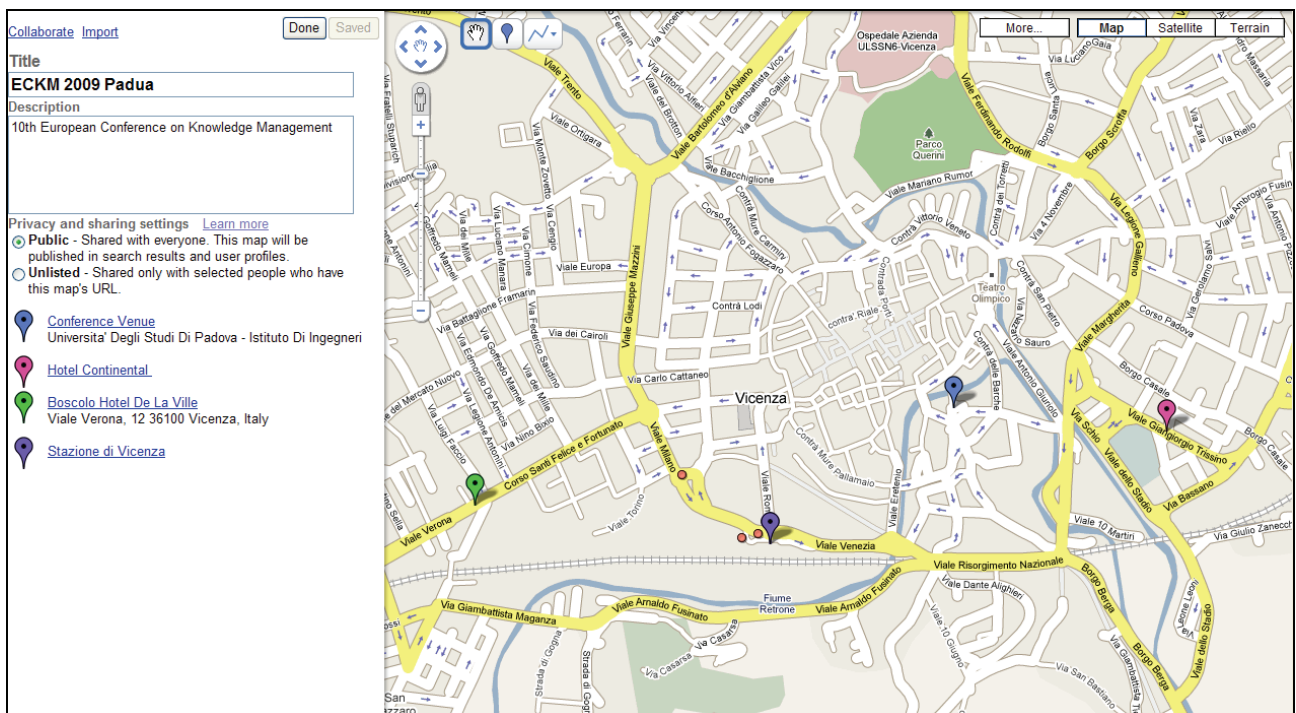
This two-page document gives you the information you need for the conference. However, if when you have read it you have any queries you may e-mail me directly.

Contacting Us

The ACI team will be Sue Nugus, Peter and Derry Barrett and if you need to contact them this mobile number will be available from Wednesday 2 September +44 (0) 7791 840 999. Peter and Derry are staying at the Continental Hotel and Sue is staying at the De La Ville Hotel.

The Venue

The conference is being held at the DTG - Dipartimento di Tecnica e Gestione dei Sistemi Industriali, Stradella S. Nicola, 3 - 36100 VICENZA, Tel.: +39 0444 998711. The map below shows the relative location of the main University Building, the Continental Hotel and the Hotel de la Ville.



A larger version of this map can be accessed from <http://academic-conferences.org/eckm/eckm2009/eckm09-venue.htm>

For those staying at the Continental Hotel

The Continental Hotel is a 5-10 minute walk from the University. The reception staff at the hotel should be able to show you on a town map where to go. On entering the university there will be signs to ECKM. Check-in at the Continental Hotel is from 1400 and check-out is by 1000 on the morning of departure. You have paid for bed and breakfast. Your credit card will be requested to cover any extras you may incur.

For those staying at the De La Ville Hotel

The De La Ville Hotel is a 10 minute bus ride from the University. The No.1 and 12 buses run regularly and stop outside the hotel. The reception staff will be able to tell you where to get off for the university and where to buy bus tickets. On entering the university there will be signs to ECKM. A taxi will take 5-10 minutes and will cost 5-10 euros. Check-in at the Continental Hotel is from 1400 and check-out is by 1000 on the morning of departure. You have paid for bed and breakfast. Your credit card will be requested to cover any extras you may incur.

Pre Conference Registration and Drinks

If you are in Vicenza on Wednesday evening, we invite you to come to the **Bar in the De La Ville 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 Vicenza

If you fly into Marco Polo International Airport located in Venice (about 70 km away), there is a regular shuttle bus service to Mestre railway station. From there, there is a regular train service to Vicenza and the journey time is approximately 45 minutes. Taxis cost around 100 € and take about 40 minutes. Hotels and University are not far from the railway station. Further information about travelling from other places to Vicenza can be found at <http://academic-conferences.org/eckm/eckm2009/eckm09-venue.htm>

Conference Dinner

The conference dinner on Thursday 3 September 2009 is being held at Villa Cordellina Lombardi in Montecchio Maggiore, 8 km far from Vicenza town centre. The Villa was built by Carlo Cordellina Molin, a rich Venetian lawyer, and was completed in 1760. The architect Giorgio Massari followed the Palladian style that characterises many other Venetian Villas. In 1743 the famous painter Gianbattista Tiepolo was asked to paint the frescoes for the salon of the main residence. The Villa is now property of the Provincial Administration of Vicenza.

Details and pictures can be found at

http://www.vicenzae.org/eng/articles/vicenza/b12fc609eff6d195d11b6c0c8b5f4a4b/the_villas/villa_cordellina_lombardi.htm

Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by **Friday 28 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/eckm2009/eckm09-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 note that I am no longer collecting presentations in advance. This is due to the fact that the majority of people arrive at the conference having made changes to their presentation and so need to update it anyway. Please bring your presentation on a data stick and you can either run it directly from the stick or you can upload it onto the conference computer prior to your presentation. PCs in all rooms are equipped with a 2007 viewer, but please make sure that your presentation can be displayed with MS Powerpoint 2000 or 2003 as well. If you would like to send me a copy of your presentation for backup you can do this and I will bring them with me to the conference. 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 signed certificate of attendance you can download a template certificate from the downloads area of the website at <http://academic-conferences.org/eckm/eckm2009/eckm09-glance.htm> (bottom of the page). Fill out the details as you require and bring this with you to the conference where 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

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