

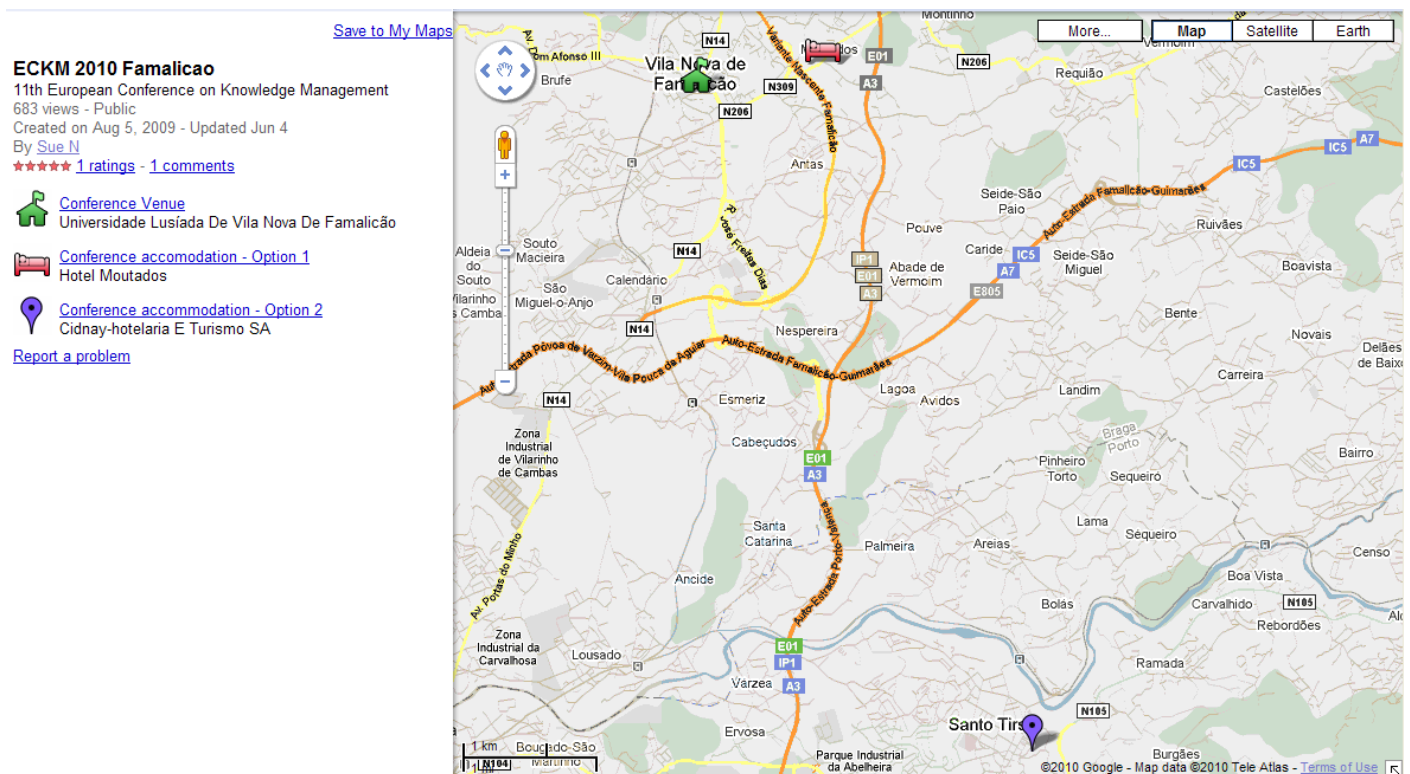
# Joining Instructions

## Welcome to ECKM 2010

This three-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.

### Important document downloads

1. If you need a certificate of attendance you should download it from here, fill out your details and bring it to the registration desk for signature.  
<http://academic-conferences.org/eckm/eckm2010/eckm10-glance.htm>
2. Campus map: <http://academic-conferences.org/eckm/eckm2010/eckm10-glance.htm>
3. Map showing the location of the University, the Hotel Moutados and the Hotel Cidnay  
<http://academic-conferences.org/eckm/eckm2010/eckm10-venue.htm>
4. Updated timetable: <http://academic-conferences.org/eckm/eckm2010/eckm10-timetable.htm>
5. Booklet of abstracts: <http://academic-conferences.org/eckm/eckm2010/eckm10-glance.htm> (you will receive a copy at the conference but it is downloadable in case you would like to see it in advance).



A larger version of this map can be accessed from <http://academic-conferences.org/eckm/eckm2010/eckm10-venue.htm>

### The Venue

The conference is being held at:

Universidade Lusíada de Vila Nova de Famalicão, Largo Tinoco de Sousa s/n, 4760 - 108 - Vila Nova de Famalicão Portugal, tel.: +39 252 309.200. You should enter via the main entrance where you will see signs for ECKM.

### Contacting Us

The ACI team will be Sue Nugus and Peter Barrett.

We are staying at the Cidnay Hotel from Wednesday 1 September and can be contacted on +44 (0) 7791 840 999

### Pre Conference Registration and Drinks

If you are in Famalicão on Wednesday evening, we invite you to come to the **The Town Hall at Famalicão** where the **Mayor, the Rector of the University and the Administrators of the Minerva Foundation** are hosting a Welcome Reception. You will be able to 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 participants or meet up with colleagues. We will have a

registration desk here between 1830 and 1945. The Town Hall is located opposite the University. Buses will pick up from the Hotels Cidnay and Moutados - see timetable below.

### **Hotel Check-in/Checkout arrangements**

If you booked your accommodation through ACI you will be staying in either the Cidnay Hotel or the Moutados Hotel (see map below for location information). Check-in is from 1400 and check-out from 1100. You will be able to leave luggage with the conference reception desk if you are departing on Friday. You have paid for bed and breakfast. You will be asked for a credit card on check-in to cover any extras you may incur.

### **Transport arrangements**

We have arranged pickups from the Moutados and the Cidnay Hotels to go to and from the University. Please check these times at the hotels or with us at the Wednesday evening reception.

### **Wednesday 1 September**

18h 00 Buses depart from Hotels Moutados and Cidnay to go to the Town Hall for the welcome reception

20h 00 Buses return to Hotels Moutados and Cidnay

### **Thursday 2 September**

0815 Depart Hotel Cidnay

0815 Depart Hotel Moutados

1735 Depart University for Hotel Cidnay and Hotel Moutados

1930 Pickup from Hotel Moutados to Museum Casa de Camilo for the Conference Dinner

1930 Pickup from Hotel Cidnay to Museum Casa de Camilo for the Conference Dinner

2215 Buses return from the Conference dinner to the Hotels Moutados and Cidnay.

### **Friday 3 September**

0815 Depart Hotel Cidnay

0815 Depart Hotel Moutados

1600 Depart University for Hotel Cidnay and Hotel Moutados and to the Geres National Park

### **Conference Dinner**

The conference dinner on Thursday 2 September 2010 is being held at **Museum Casa de Camilo**. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by **Friday 27 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.

### **Social Programme**

The Minerva Foundation and the University are offering a free trip to the Geres National Park including a boat trip after the close of the Conference on Friday afternoon. If you are interested in participating, please register by sending a message to Liliana Sliva at [lilianasilva@fam.ulsiada.pt](mailto:lilianasilva@fam.ulsiada.pt)

### **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/eckm2010/eckm10-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 Word 2007 PowerPoint projection facilities available in each room. **If you send me your presentation I will upload it onto the conference computers in advance for you. If you do not do this by Tuesday 31 August, 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. We encourage you to display your poster for the full duration of the conference. You should stand by your poster at the Thursday afternoon tea break when other participants will expect you to be there and be able to discuss your research.

**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/eckm2010/eckm10-glance.htm>. Fill out the details before printing as you require and bring this with you to the conference where we will have it signed 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.

Sue Nugus

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