

Joining Instructions

Welcome to ICEG 2008

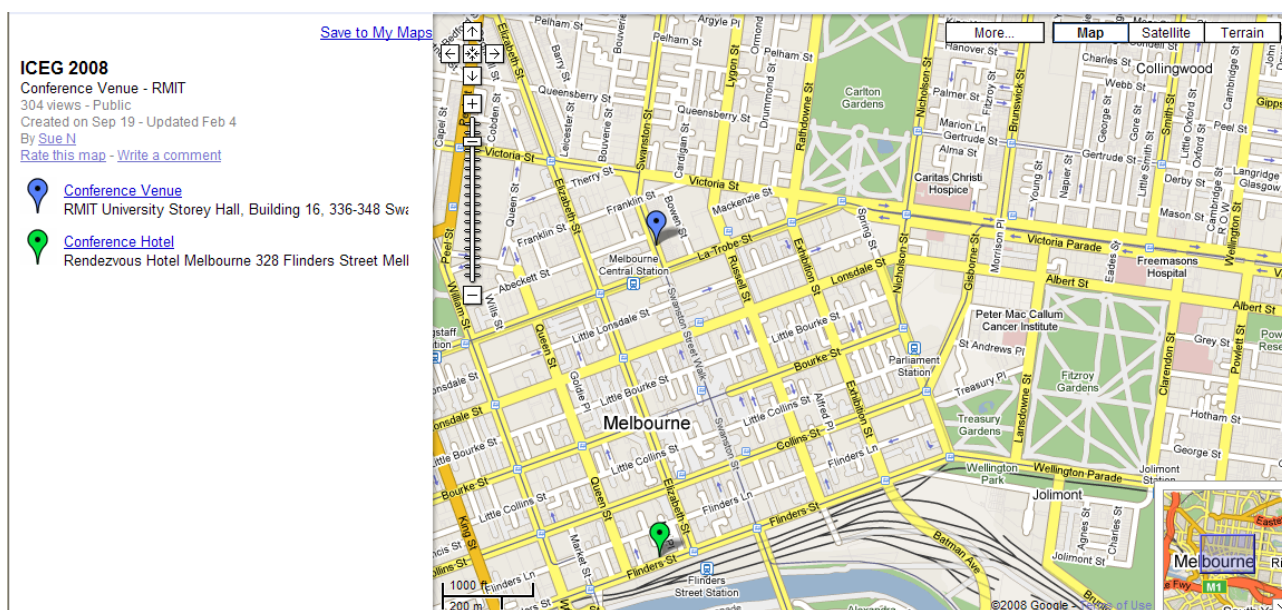
This two-page document gives you the information you need for the conference. However, if when you have read it you have any queries please e-mail me directly.

Contacting us

I will be in Melbourne together with my colleague Sue Hassett. You can contact us via my mobile phone number +44-7791 840 999.

The Venue

The conference is being held at the RMIT, Storey Hall, 342 Swanston Street, Melbourne. The map shows the relative locations of the hotel and the university. You can go to this map from the venue information page of the ICEG website <http://academic-conferences.org/iceg/iceg2008/iceg08-venue.htm>



Pre Conference Registration and Drinks

If you are in Melbourne on Wednesday evening, we invite you to come to the Bar at the Rendezvous 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 other delegates and network with colleagues. We will have a registration desk here between 1830 and 1930.

Getting to Melbourne City Centre

Taxis from Melbourne International airport will cost in the region of AUD50.

There is a bus service called Skybus Super Shuttle which runs from the airport to the City Centre. The cost of this is AUD26.

Hotel Information (for those who arranged accommodation with us)

If you booked accommodation with us you will be staying in the **Rendezvous Hotel, 328 Flinders Street, Melbourne, VIC 3000 - Australia, Tel: + 61 3 9250 1888**. Check-in is from 12 noon on the day of arrival. Breakfast is served from 0630-1000. You have paid for bed and breakfast accommodation and the hotel will ask you for a credit card as security against any extras you may incur.

Conference Dinner

The conference dinner on Thursday 23 October is being held on the **Colonial Tramcars**. This is a tour of Melbourne during which we will enjoy a three course dinner. **The Conference Dinner is included in your registration fee, but we have to give the operators the numbers by Monday 20 October, so if you do not confirm to me that you are attending there may not be a place for you.**

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 check your slot on the timetable, which is attached to the email. 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 Monday 20 October** 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 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.

Certificate of Attendance

If you require a certificate of attendance for your university please let me know by email before **Monday 20 October** and we will bring this with us to the Conference.

Have a safe journey and I look forward to seeing you in Melbourne!

Sue Nugus

sue@academic-conferences.org