

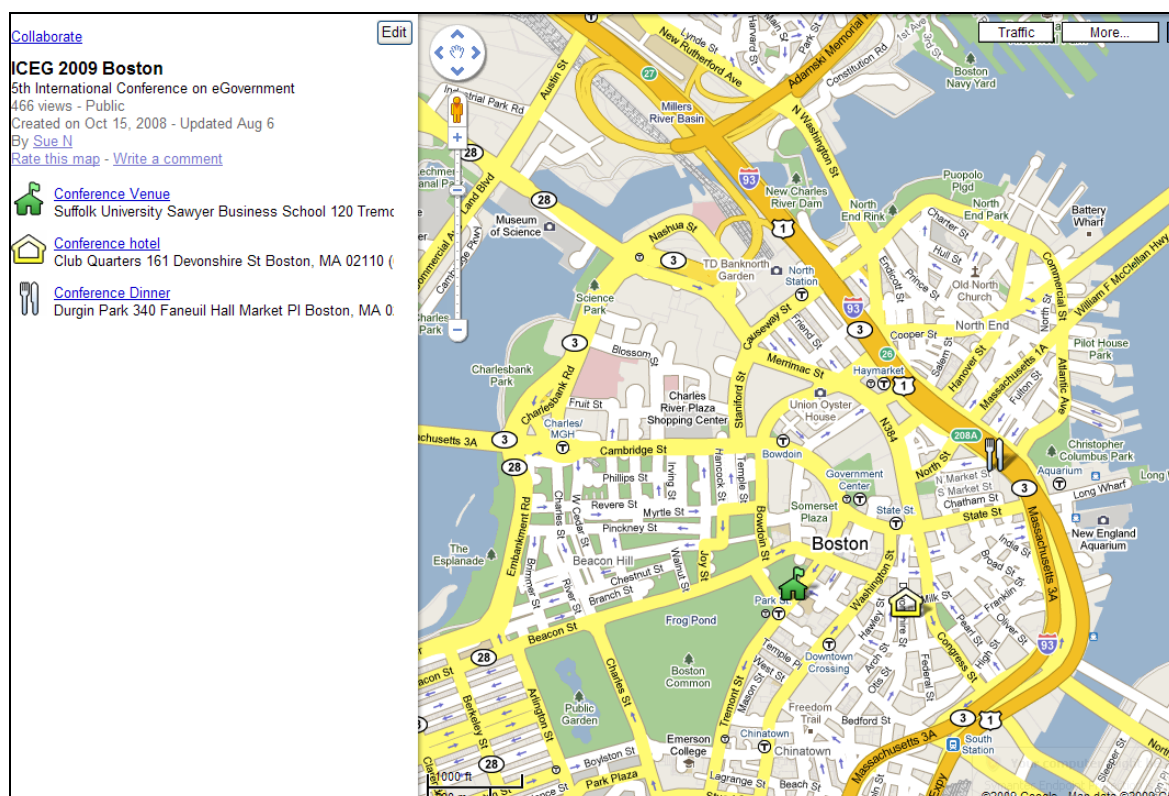
Joining Instructions

Welcome to ICEG 2009

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

Contacting us: This conference is being managed by Brendan Remenyi. The following mobile phone number will be available from Sunday 18 October, +514-975-5336. Brendan will be staying at Club Quarters from Saturday night.

The map below shows the location of Conference Hotel, the University and the Conference Dinner location. It is possible to walk between these locations. It should take about 10 minutes to reach the university from the hotel.



You can find this map on our [GoogleMap page](http://academic-conferences.org/iceg/iceg2009/iceg09-venue.htm) with links to the hotel marked by clicking from <http://academic-conferences.org/iceg/iceg2009/iceg09-venue.htm> or by typing ICEG 2009 into GoogleMaps.

The Venue

The conference is being held at **Suffolk Law School, 120 Tremont Street, Boston, Massachusetts, MA 02108-2770**. Registration will take place from **09:00 on Monday 19 October**, where coffee will be served. Please follow the internal signage throughout the main building for registration/tea/coffee breaks and conference sessions). The conference will begin at **10:00**.

For those staying at the Club Quarters

The Club Quarters is a 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 ICEG. Check-in at the Hotel Club Quarters is from 14h00 and check-out is by 10h00 on the morning of departure. You have paid for bed only. Your credit card will be requested to cover any extras you may incur.

Pre Conference Registration and Drinks

If you are in Boston on Sunday evening, we invite you to come to the Elephant and Castle Pub, which is adjacent to the Club Quarters to register for the conference, receive your conference pack and join us for a complimentary drink, **between 18h30 and 19h30**. This will give you the opportunity to meet some other participants or meet up with colleagues.

Conference Dinner

The conference dinner is being held on **Monday evening**. We will enjoy dinner in the well-known Boston restaurant - the Durgin Park. This is included in your conference registration fee, but we have to give the caterers numbers by **Thursday 15 October** so if you do not confirm to me that you are attending there may not be a place for you at the dinner.

Lunches and refreshments will be provided on both days of the conference;
Please let us know if you have special dietary requirements and we will try to accommodate them.

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/iceg/iceg2009/iceg09-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.** 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 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

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/iceg/iceg2009/iceg09-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.

I wish you a safe journey to Boston

Sue Nugus

sue@academic-conferences.org