

# Joining Instructions

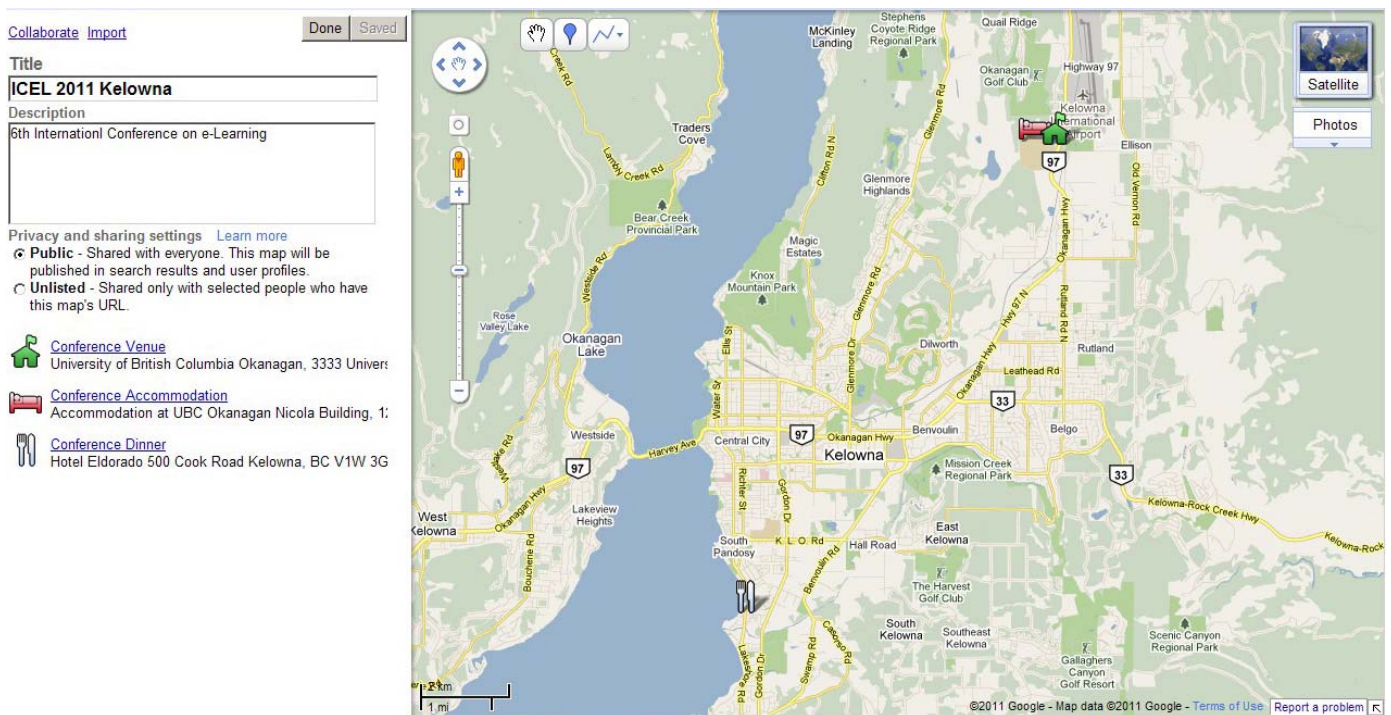
## Welcome to ICEL 2011

This 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, print it out and bring it to the registration desk to have it stamped and signed.  
<http://academic-conferences.org/icel/icel2011/icel11-glance.htm>
2. Updated timetable: <http://academic-conferences.org/icel/icel2011/icel11-timetable.htm>
3. Booklet of abstracts: <http://academic-conferences.org/icel/icel2011/icel11-glance.htm> (You will receive a copy at the conference but it is downloadable in case you would like to see it in advance).
4. Map showing the location of the University, the accommodation we show on the website and the conference dinner venue. You can access a larger version of this map from

<http://academic-conferences.org/icel/icel2011/icel11-venue.htm>



### The Venue

The conference is being held at the University of British Columbia Okanagan, 3333 University Way Kelowna, British Columbia, Canada. Tel: 250.807.8000. Follow signs for ICEL and a detailed campus map can be downloaded at:

<http://academic-conferences.org/icel/icel2011/icel11-venue.htm>

### Contacting Us

Sue Nugus and Brendan Remenyi will be the ACI representatives. You can reach Brendan on his mobile 1-514-975-5336. Sue and Brendan will be staying on Campus and the address is the Monashee Residence located on 1267 Discovery Ave.

### Pre Conference Registration and Drinks

If you are in Kelowna on the Sunday evening, we invite you to join us for a complimentary drink, where you can register for the conference and receive your conference pack. We will have a registration desk open between 1830 and 1930.

We will update you in a separate e-mail as to the location for the drinks.

### **Conference Dinner**

The conference dinner on Monday evening is being held at Hotel Eldorado on the Lake Shore. Dress is smart casual. This is included in your conference registration fee, but we have to give the caterers the numbers by Monday the 20<sup>th</sup> of June, so if you do not confirm to me that you are attending there may not be a place for you. We will be travelling to the dinner by bus. The bus will pick us up in front of the Fipke Centre (3247 University Way) which is just across the road from the residences. Please plan on being at the bus for 18h15 so we can depart no later than 18h30 - our dinner reservation is for 19h00

**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/icel/icel2011/icel11-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 Microsoft PowerPoint 2007 projection facilities available in each room. **If you send me your presentation Sue will upload it onto the conference computers in advance for you. If you do not do this by the Friday 24<sup>th</sup> of June, 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 Monday morning.

### **Certificate of Attendance**

If you need a stamped certificate of attendance you can download a template certificate from the downloads area of the website at <http://academic-conferences.org/icel/icel2011/icel11-glance.htm>

Fill out the details before printing as you require and bring this with you to the conference where we will have it officially stamped 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 and Sue and Brendan are looking forward to seeing you in Canada!

Elaine

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