

Joining Instructions

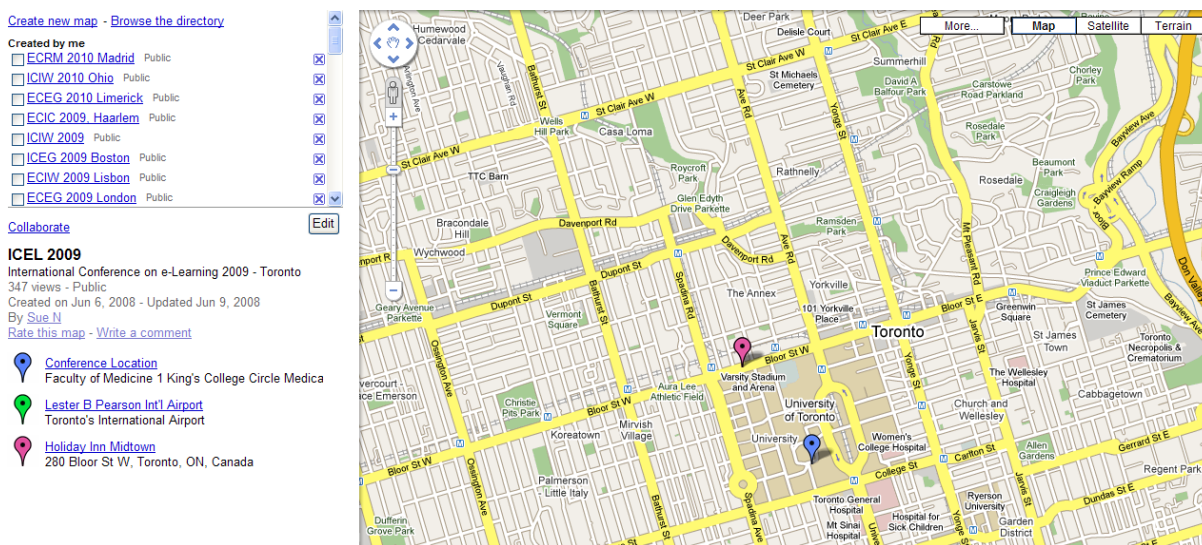
Welcome to ICEL 2009

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. Please also download the Detailed Campus Map found on the At a Glance page located at <http://academic-conferences.org/icel/icel2009/icel09-glance.htm>

Contacting Us: The following cell phone will be available from Wednesday 15 July +1-514-975-5336. The ACI representatives will be myself (Sue Nugus) and Brendan Remenyi.

The Venue

The conference is being held mainly at the Faculty of Medicine on the St. George campus of the University of Toronto, 1 King's College Circle, Toronto, Ontario M5S 1A8. Some presentation streams will also be held at the Faculty of Pharmacy located nearby. The map below shows the location of the University in relation to the Holiday Inn Midtown Hotel. A larger version of this map can be found at <http://academic-conferences.org/icel/icel2009/icel09-venue.htm>



The detailed campus map on the [At a Glance](#) page highlights in red outlines the three buildings of interest for conference participants:

- MS - Medical Sciences Building
- PB - Pharmacy Building
- HH - Hart House

This map should give you a good idea of the position of the St. George campus in relation to the streets surrounding it.

Registration will be from 0900 on Monday morning in the Stone Lobby of the Medical Sciences Building.

Accommodation

If you have booked accommodation with us you are staying at the **Holiday Inn Midtown Hotel**, 280 Bloor Street West, Telephone +1-416-968-0010. Check-in is from 1400 and check-out is by 1100. You have paid for bed and breakfast. The hotel will give you breakfast vouchers when you check-in and will ask you for a credit card to cover any extras you may incur.

Pre Conference Registration and Drinks

If you are in town on Wednesday evening we invite you to come to the **Fox and Fiddle** located within the **Holiday Inn Hotel**, where you will be able to register for the conference, receive your conference pack, enjoy a complimentary drink with us and meet with other participants.

Conference Dinner

The conference dinner is being held on Thursday evening at **Hart House**, which is situated on the University Campus (7 Hart House Circle). The conference dinner is included in your registration fee, but we have to give the caterers numbers by **Friday 10 July**, so if you do not confirm to me that you are attending there may not be a place for you. We will walk to the restaurant.

Please let me 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 you can download from <http://academic-conferences.org/icel/icel2009/icel09-timetable.htm> . Also check with the conference desk when you register, as we might have had to make last minute changes to the session timings. There will be PowerPoint projection facilities available in each room. **Please email a copy of your PowerPoint slides to me by Monday 13 July** 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.

Posters

You will be told where to display your poster after you have registered for the conference in the Stone Lobby.

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/icel/icel2009/icel09-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 hope you have a safe journey and look forward to seeing you in Toronto.

Sue Nugus

sue@academic-conferences.org