

Joining Instructions

Welcome to ICICKM 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 New York with my colleague Brendan Remenyi. If you need to contact us by phone this mobile number will be available from Wednesday 8 October +1-514-975-5336.

Pre Conference Registration and Drinks

If you are in New York on Wednesday evening, we invite you to come to the New York Institute of Technology **11th Floor of The New Technology Building, 16 W. 61st Street (Building 3 on the map)** 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 some other participants or meet up with colleagues. We will have a registration desk here between 1830 and 1930.

The Venue

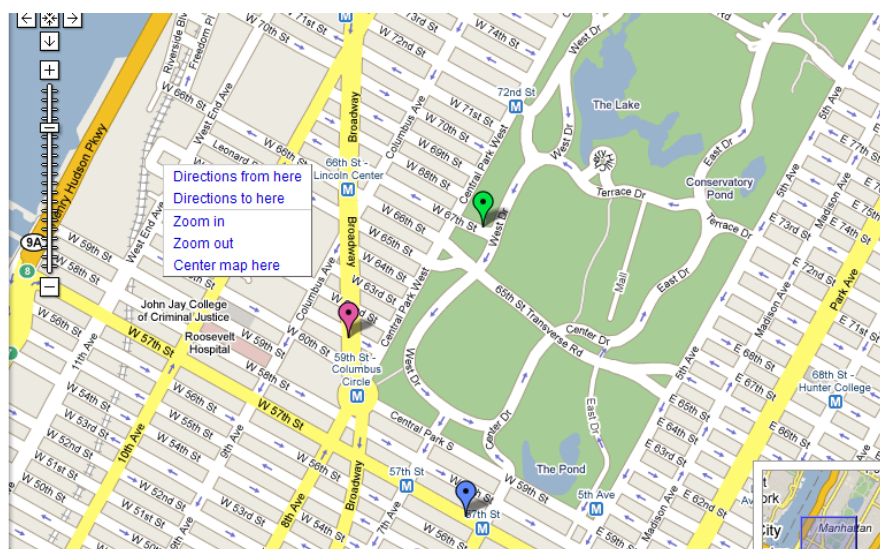
The conference is being held at the New York Institute of Technology, Manhattan Campus, 16 West 61st Street New York, NY, Tel: +1 (212) 261-1506 marked with a pink marker on the map below. A larger version of this map can be accessed from <http://academic-conferences.org/icickm/icickm2008/icickm08-venue.htm>. You should also download the pdf campus map from <http://academic-conferences.org/icickm/icickm2008/icickm08-glance.htm>

Registration is from 0830 on Thursday morning the 9th October on the 11th Floor of the New Technology Building (MC 61) located at 16 W. 61st Street. Refreshments will be served. **The conference begins at 0930.**

ICICKM 2008

Conference Venue - NYIT
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-  [Conference Venue](#)
New York Institute of Technology 1855 Broadway New
-  [Hotel Accommodation](#)
Salisbury Hotel 123 W 57th St New York, NY 10019 (
-  [Guest House Accomodation](#)
Teacher's College Guest House, 517 West 121st Str
-  [Conference Dinner](#)
Tavern on the Green 67 Central Park W New York, NY



Getting to NYIT

For full information on getting to New York by plane, train or taxi visit <http://www.nycvisit.com/content/index.cfm?pagePkey=281>

The Eighth Avenue (A and C trains), the Sixth Avenue (B and D trains), and Broadway (1 train) lines stop throughout the day at Columbus Circle, a half-block south of the Manhattan campus entrance. For further information see http://www.nyit.edu/about_nyit/locations_maps_and_directions/manhattan_directions/

Hotel Information (for those who arranged accommodation with us)

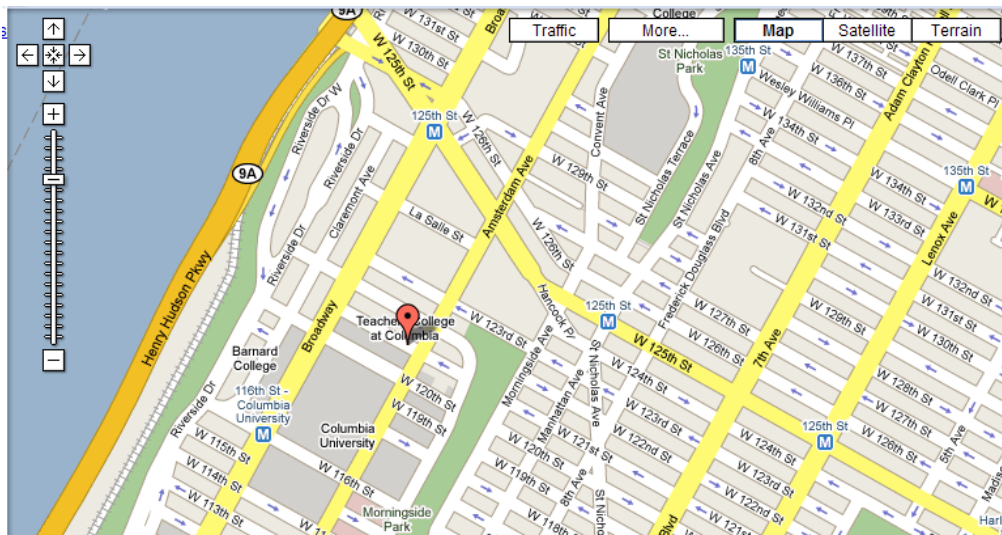
If you booked accommodation with us you will be staying in either the **Salisbury Hotel** or the **Teachers College Guest Housing**. If you are in any doubt as to where you are staying please check before you depart.

For those of you staying at the **Salisbury Hotel, 123 West 57th Street, New York, NY 10019, Tel: +1 (212) 977-7752** check-in is from 14:00 on the day of arrival and checkout is by Noon. (See map above). You have paid for your room and for continental breakfast including taxes, but the hotel will ask you for a credit card as security against any extras you may incur. The hotel is approximately 10 minutes walk from the NYIT.

For those of you staying in the **Teachers College Guest Housing**, check-in is between 14:00 and 16:45 at the Office of Residential Services, Whittier Hall, 1230 Amsterdam Avenue (between 120th and 121st Streets). If you

arrive after this time you can pick up your key at the security desk at 517 West 121st Street. Check-out is by 10:00 on your scheduled departure date. You have paid for your room including taxes, but the staff may ask you for a credit card as security against any extras you may incur. **Please note that Breakfast is not provided.** The map below shows the location of Teachers College.

To get from Teachers College to NYIT go to 116th St - Columbia University Station and take Subway Line 1 in the direction of South Ferry Station. Leave the train at 59th St - Columbus Circle Station, which is a two minute walk from the Institute. The subway journey takes approximately 12 minutes. If you take the Google Map link from <http://academic-conferences.org/icickm/icickm2008/icickm08-venue.htm> you will be able to see the relevant location of the Residence to the NYIT.



Conference Dinner

The conference dinner on Thursday 9 October is being held at the Restaurant **The Tavern on the Green**. We will be able to walk to the restaurant from the Conference Venue. The Conference Dinner is included in your registration fee, but we have to give the caterers the numbers by **Friday 3 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 6 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

We can provide you with a signed certificate of attendance, provided you request this in advance. Please note that if you do not request this in advance we will only be able to email you the certificate after the conference.

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 I look forward to seeing you in New York!

Sue Nugus
sue@academic-conferences.org