

Joining Instructions

Welcome to ICICKM 2009

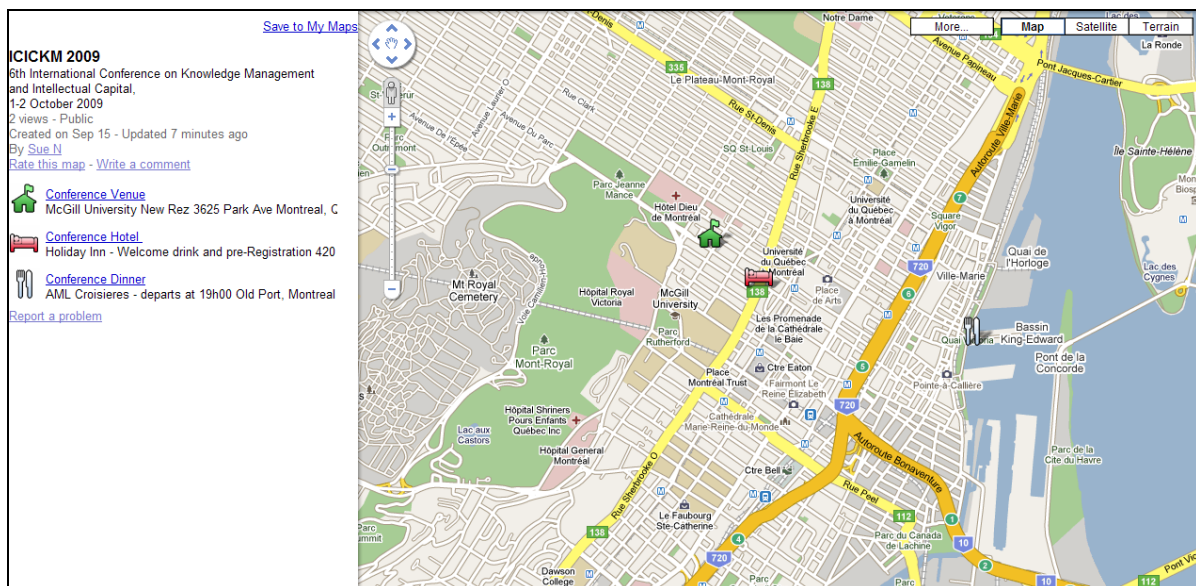
This two-page document gives you the information you need for the conference. However, if when you have read it you have any queries please e-mail me directly.

Contacting us

I will be in Montreal together with the ACI North America Representative, Brendan Remenyi. You can contact us via Brendan's mobile phone number (514) 975-5336

The Venue

The conference is being held in the McGill University Residence building which is called **New Rez** and is located at **3625 Avenue du Parc, Montreal** Telephone 514.398.3471 (see map below for the relative location of the University, the Holiday Inn Hotel and the Harbour. You can download a larger version of this map from <http://academic-conferences.org/icickm/icickm2009/icickm09-venue.htm>



Pre Conference Registration and Drinks

If you are in Montreal on Wednesday evening, we invite you to come to the Bar at the **Holiday Inn Hotel, 420 SHERBROOKE West., MONTREAL. Tel: 1-514-8426111** 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 Montreal City Centre and to the McGill University New Residence Building

The Trudeau International Airport at Montreal is located in the suburb of Dorval. It is approximately a 20 minute taxi ride into town (depending on the time of day and the traffic) and this should cost in the region of CA\$35. There is also an airport bus that runs approximately every 50 minutes and terminates at the Central Bus Station which is located at 505 boul. de Maisonneuve EST (corner BERRI). The Central Bus Station is approximately 2km from the university residence building where the conference is being held and is about a 20 minute walk. You can take the metro from the bus station (Metro stop Berri to Place-des-Arts - 2 stops). The distance is then less than 1 km and a 10 minute walk. A single trip fare is Can\$2.75. Taxis are also available at the bus station

Hotel Information (for those who arranged accommodation with us)

If you booked accommodation with us you are staying in the **Holiday Inn Hotel, 420 SHERBROOKE West. MONTREAL. Tel: 1-514-8426111**. Check in is from 1400 and check out is by 1000. You have paid for bed and continental breakfast. You will be given breakfast coupons when you check in.

Conference Dinner

The conference dinner on Thursday 1 October is being held on a boat cruising along the St Lawrence. There will be a bus to take us from the Holiday Inn to the harbour, and for those who would like to, a group will walk there giving an opportunity to see a little of Old Montreal en-route (approx 30 minutes). **The Conference Dinner is**

included in your registration fee, but we have to give the caterers the numbers by **Friday 25 September**, 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 look at the updated timetable, which is on the website at <http://academic-conferences.org/icickm/icickm2009/icickm09-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 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 Thursday morning.

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/icickm/icickm2009/icickm09-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.

Have a safe journey.

Sue Nugus
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