

Joining Instructions

Welcome to ICIW 2008

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.

Contacting us

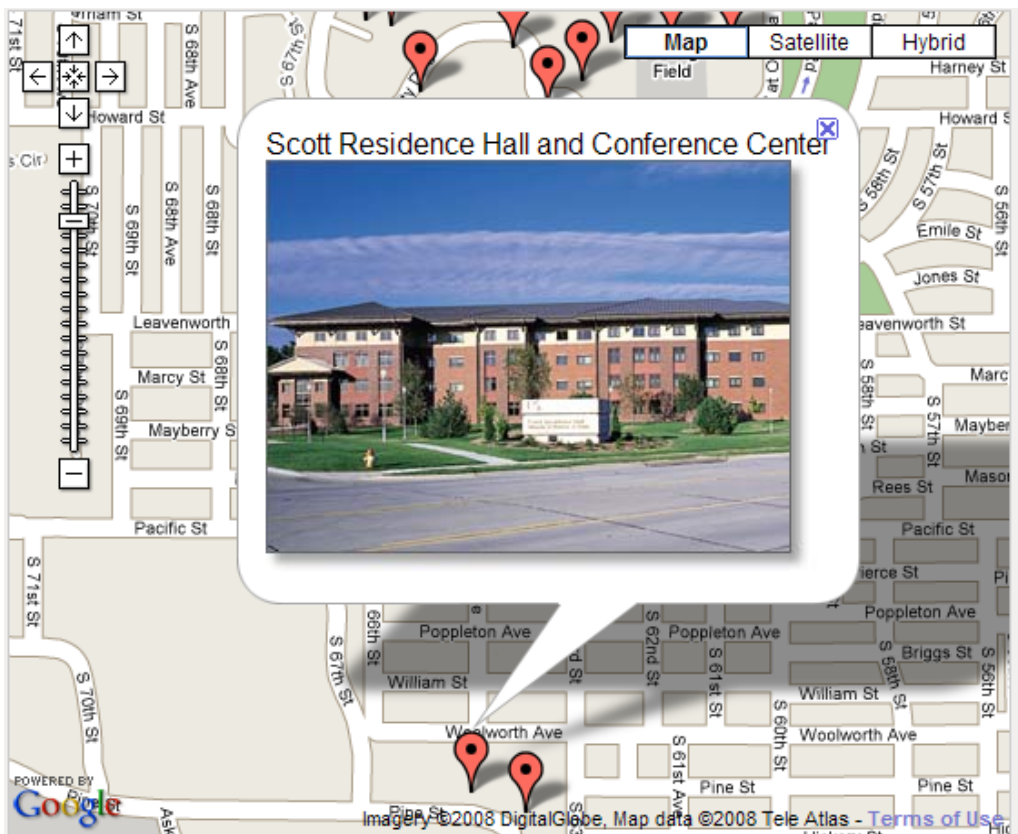
I will be in Omaha with my colleague Brendan Remenyi. If you need to contact us by phone this mobile number will be available from Wednesday 23 April +1-514-975-5336.

The Venue

The conference venue is the **Scott Conference Center, 6450 Pine Street, Omaha, Nebraska, 68182, Tel: (402) 551-5541**

Getting to the Scott Conference Center and to the Holiday Inn Hotel and Convention Center

Airports: Omaha's airport is Eppley Airfield located four miles northeast of Omaha, which has internal flights from 10 airlines. The Holiday Inn runs a shuttle bus from the airport. It runs approximately every 45 minutes or if you call from the airport (tel: (402)-393-3950) they will go immediately.



Pre Conference Registration and Drinks on Wednesday evening, 23 April

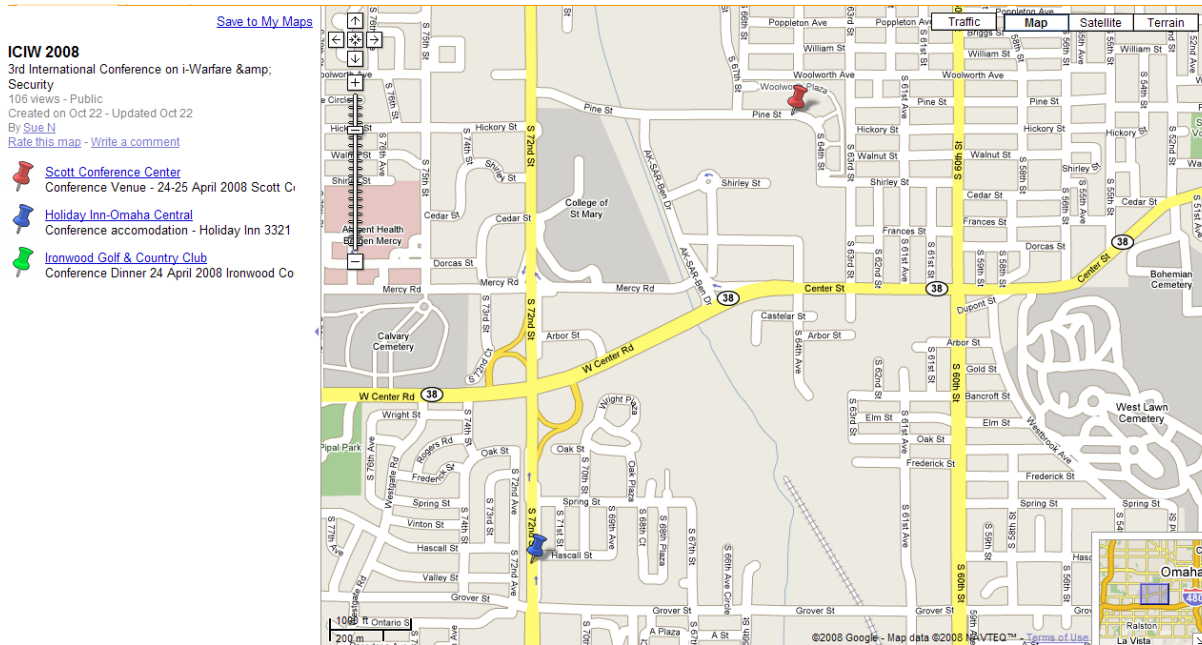
If you are in Omaha on Wednesday evening, we invite you to come to the Lobby Bar at The Holiday Inn Hotel (see below for address and location), where you can register for the conference, receive your conference pack and join us for a complimentary drink. This will give you the opportunity to meet some other delegates or meet up with colleagues. We will have a registration desk here between 1830 and 1930.

Registration on Thursday morning, 24 April

The registration desk will be open from 0900. We will be located close to the main entrance of the Conference Center. Tea and Coffee will be served.

Accommodation Information (for those who arranged accommodation with us)

If you booked accommodation with us you are staying in the Holiday Inn Omaha Convention Center, 3321 South 72nd St., Omaha, NE 68124. Telephone Hotel Front Desk: 1-402-3933950. You have paid for Bed and Breakfast and you will be asked for a credit card on check-in for any extras you might incur during your stay.



The holiday Inn have a shuttle bus which they have agreed to run for us once on Thursday morning and on Friday morning to go from the Hotel to the Scott Conference Center. Check with us on your arrival for further details.

Driving directions from the Holiday Inn Hotel to the Scott Conference Center

Leave the hotel and turn right/North on 72nd Street. Continue North past Center Street and past Mercy Road. (Note: If you immediately pass under interstate 80 you are going South, not North!) Turn right/East on Pine Street. The Scott Conference Center is just past 67th Street, on the left/North side of Pine Street. Parking is available on the right side of the street immediately opposite the Center. The drive is only approximately 3 or 4 minutes. To return to the hotel is just the opposite. Leave the Conference Center and go West on Pine back to 72nd Street. At the light, turn left/South. Pass Mercy Road and pass Center Streets; turn left/East on Grover. The Holiday Inn is right at this corner.

Conference Dinner

The conference dinner is being held on Thursday evening at the **Ironwood Golf and Country Club**. This is included in your conference registration fee, but we have to give the caterers numbers by **Monday 21 April** 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 please look at the updated timetable, which is attached. 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 21 April** 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.

Have a safe journey and I look forward to seeing you in Omaha.

Sue Nugus

sue@academic-conferences.org