

SECOND CIRCULAR (13 FEBRUARY 2015)



Dear ICAMERs,

Preparations for this year's ICAME are making good progress. We have now finalised the registration fee and costs for accommodation – see below. Luckily, we have been very successful in securing funding from a range of sources. The total sum of this support covers over 30% of the whole budget! As a result, we can now offer what we believe is rather good value for money. In addition, participants from outside the euro-zone will enjoy generally lower exchange rates than a year ago (even if you are not from Switzerland...).

Abstract submission and reviewing process

The deadline for abstract submissions was 15 December 2015. We received a total of 205 abstract submissions, 177 for full papers, 17 for work-in-progress (WIP) reports, 7 for posters, and 4 for software presentations.

Each abstract was blind-reviewed (as far as possible) by two reviewers. In quite a number of cases, the reviewers significantly differed in their evaluations. These abstracts were given to a third (blind) reviewer. Finally, the selection process was carried out by the organising committee strictly on the basis of the reviewers' comments.

In the end, we accepted 78 full papers, 17 work-in-progress reports and 4 software presentations. A considerable number of full paper submissions therefore had to be changed to "poster status" or had to be rejected. In order to fit in such a relatively large number of presentations, we decided to extend the number of parallel sessions on the third day (Saturday) to four. A preliminary schedule is available on the conference website.

Costs

We have opted for an all-inclusive registration fee that includes all lunches and dinners (including the gala dinner) as well as all refreshments during the day. The registration fee further covers the excursion to Bernkastel-Kues on Friday afternoon (including packed lunch and dinner at the micro-brewery restaurant of *Kloster Machern*) as well as the regular fee for the *ICAME Journal*.

Depending on your choice of accommodation, costs for the full 4-day event (including registration fee) have been set as follows:

- Arcadia Hotel single room – €600
- Arcadia Hotel shared twin room (with other delegate) – €490
- Arcadia Hotel shared double room (with non-attending partner) – €740 (including breakfast for partner)
- Registration fee only (including all meals and excursion) – €260

Extra nights before and after the conference can be booked via the registration form. Please note that it is not possible to opt out of the conference excursion and/or the gala dinner, nor is it possible to book individual days of attendance. If you need to arrive late or cannot stay until the end of the conference, we will try to refund you after the conference – but we cannot guarantee that this will be possible.

A note about participant numbers / waiting list

The ICAME constitution stipulates that no more than 200 participants can attend the conference. Due to the popularity of the pre-conference workshops and fairly a large number of speakers with co-presenters at the main conference, **we will therefore – at least initially – only offer registration to delegates with an active role at the conference** (i.e. presenters of papers/WIPs/posters/software presentations). Non-presenters can of course still submit the registration form, but they will then be added to a waiting list. Once we have a better idea of the number of participants, we will contact people from this waiting list on a first-come-first-served basis to fill the remaining places. We apologise for this rather unusual procedure, but it is unfortunately the only way we can guarantee that speakers whose abstracts were accepted will be able to present their work.

Registration procedure

Registration will open on 15 February at 3pm (local time in Trier). Participants will need to register for the conference via a web form. For this purpose, it is first necessary to sign up – i.e. create a username/password combination – via http://icame36.info/icame36_reg/ (this step can already be completed in advance; please check your spam mail folder if you do not receive the confirmation mail). After signing up, the password-protected registration form can be accessed at <http://icame36.info/registration/>. Additional (optional) information about travel details, special scheduling requirements, etc. can be entered in a second online form once the registration has been submitted. Information provided via this form will for example make it possible for us to help delegates organise shared transport from/to the airport.

We have received extensive funding from the German Research Foundation (DFG). However, this money can only be used for delegates who hold a PhD. We have some additional sources of funding that will be used to reduce the costs for delegates without a PhD. Because we need to provide a list of names to the DFG, we have to ask you as part of the registration procedure whether or not you hold a PhD (or: will hold a PhD by 27 May 2015). If you hold a professorial title but no PhD degree, please answer with "yes", too.

The **deadline** for registrations is **15 March 2015**.

Please note that if your abstract submission was accepted as full paper or as a work-in-progress report and you do not register by the deadline, your slot may be given to a delegate whose submission had to be changed to "poster" status. At the moment, we do not have any plans for late registrations. However, this may change as the deadline draws nearer.

Payment and cancellations

After submitting your online registration, you will receive an invoice by email within (at most) seven days (unless you are placed on the waiting list). Payment must be received by 1 April 2015. Late payment may result in the cancellation of your registration. Unfortunately, the University of Trier does not accept payment by credit card, PayPal or personal cheques. The only mode of payment available is electronic bank transfer. Once registration has been submitted, we will send you the relevant information for setting up a bank transfer. If you do not live in the euro-zone and/or can't send payment via a free SEPA-transaction, **please make sure that you cover all expenses incurred by the bank transfer**.

Strict financial administration rules mean that once an invoice has been issued, cancellation is only possible in exceptional circumstances. Furthermore, a cancellation on or after 15 April 2015 may result in a complete loss of your payment. However, after the end of the conference (and depending on financial resources available), we will try to refund whatever amount is possible.

Further notes about accommodation

We have reserved a total of 95 rooms at the conference hotel, most of which can be used as twin accommodation. We also have an option for 10 further rooms at a nearby hotel once these 95 rooms are full. **WE VERY STRONGLY ENCOURAGE DELEGATES TO SHARE A ROOM AT THE CONFERENCE HOTEL!** Should all 105 rooms be taken, the option of booking a package with accommodation will no longer be available. We have, however, blocked 12 further rooms at another nearby hotel, at a slightly higher cost. If you are interested in booking one of these rooms, please register for the "conference only" package and contact us by mail. We will also try to assist you with finding alternative accommodation if the conference hotel is full or if you have special requirements.

Please note that it is not possible to make your own reservation at the conference hotel (Arcadia Hotel) as all available rooms have been blocked for our conference. Also, if you prefer not to stay at the conference hotel (or if no more rooms are available), we recommend taking care of your accommodation as soon as possible. The end of May is a time when Trier hotels tend to fill up, and the availability of lower-priced rooms will be limited. Unfortunately, the University of Trier does not offer any student accommodation.

Travel arrangements

Please consult the conference website for some basic information on nearby airports and available modes of transport to Trier. Tickets for German trains can be booked up to 91 days in advance, and early bookings can be significantly cheaper than the regular price. If you want to travel on 27 May, your ticket can be bought from 25 February onwards; a return ticket is not cheaper than two one-way tickets. Tickets can be purchased online at <http://www.deutschebahn.com/en/start.html>.

Pre-conference workshops

There will be four pre-conference workshops this year. They will run in parallel on Wednesday afternoon in the ERA Conference Centre adjacent to the Arcadia Hotel. It should be possible to switch between workshops; however, the individual slots for talks may not be synchronised to the same extent as they are during the main conference. Further information about the workshops can be found on the conference website.

If you have any specific questions about registration or any other aspect of the conference, please contact us at icame36@uni-trier.de.

We very much look forward to seeing you all in Trier soon!

ICAME 36 organising team

PS: For informal updates, please consult (or even “like”) our Facebook page at <https://www.facebook.com/icame36>.