

ICAME 36 – Third Circular, 10th April 2015



Dear ICAMERs,

The conference date is drawing closer and it is high time to give you an update on a number of points.

General information

The conference is running at full capacity. More than 200 people registered for the conference, and we have unfortunately not been able to accommodate every single person who wanted to attend. However, luckily almost everybody on the waiting list was offered a space in the end. Both conference hotels are fully booked. We are currently working on a preliminary schedule and will make this available on the website in due course.

Additional information (e.g. dietary requirements, shuttle service, etc.)

The registration system can be used to submit additional information to the conference organisers. Some of this information is optional (e.g. your mobile phone number), but a number of items will require your feedback – unless you are happy with the defaults that we set. This for example applies to dietary requirements, your meal choice for dinner on Friday evening, your excursion activity, etc. Not all of these choices are available on the registration system yet, so please check the page for updates from time to time. Of course, we will also alert you to further important choices to be made in the 4th circular.

The URL for the registration system is <http://icame36.info/registration/>. You will need to authenticate with the username/password combination that you set up when you registered for the conference. If you have forgotten your password, please go to http://icame36.info/icame36_reg/ and click on “resend password”. If you encounter any difficulties with access, please contact us via email.

Abstracts booklet / formatted abstracts

We will be preparing an abstracts booklet that you will receive with your conference bag when you arrive in Trier. However, there are still many delegates who have not (re-)submitted an editable version of their abstract. **If you have not done so yet, please send your abstract in an editable format (e.g. a Word document) to icame36@uni-trier.de as soon as possible**, even if no changes were suggested by the reviewers. In this version, please add your name(s) and affiliation(s). Many thanks!

The abstracts booklet will also be provided electronically a few days ahead of the conference. If you do not wish to receive a paper copy of the booklet, please let us know via the registration system. This will help save a few trees...

Travel

Some general travel information is available on the conference website (<http://icame36.uni-trier.de>) – this will be further updated as the conference date draws closer. We would greatly appreciate if you could submit your arrival and departure information via the registration system, **even if you are not travelling by plane**. Apart from making it possible for us to organise taxi transport to and from the airports, this will also allow us to have a better idea about the number of delegates who require dinner on Wednesday and lunch on Sunday. If

you do not submit any information, we will assume that you will take part in the whole conference and will also require coffee during the pre-conference workshops on Wednesday afternoon.

The deadline for booking a shuttle service to/from Luxembourg or Frankfurt Hahn is **May 1st**. You will be notified by May 15th whether a shuttle service can be offered for your arrival/departure time. If you are arriving at another airport in the region that is further away from Trier (e.g. Frankfurt/Main), you will unfortunately need to organise your own transport. If you need any support with booking tickets, please let us know. (If you are travelling by train between Mainz and Koblenz, we recommend that you choose a seat on the right-hand side of the carriage – this way you'll get some spectacular views of castles and the river Rhine.)

Format of presentations / technical equipment

All conference rooms are equipped with a computer running Windows 7 and Microsoft Office. If you wish to use your own computer, make sure that you bring the necessary adaptors along to connect it to the data projector. We strongly recommend that you try out the set-up during a break before your talk; although there will be a student helper in each room, we cannot guarantee that adequate technical support can be offered if things go wrong.

If you require any special technical equipment for your presentation (e.g. loudspeakers), please let us know as soon as possible.

Papers and Work-in-Progress Reports

The length of presentations will be as follows:

- full paper: 20 minutes, plus 10 minutes discussion
- work-in-progress report: 10 minutes, plus 5 minutes discussion

If you have a handout, please bring a sufficient number of copies. Given that the majority of papers are organised in three parallel sessions, we expect an **average** of around 60-70 delegates to be in the audience.

Posters

The maximum size for posters is A0. Posters will be displayed in portrait format.

Excursion

The conference excursion will take place on Friday after the morning session of papers. The costs are included in the registration fee and all delegates are invited to join us on a trip to the picturesque town of Bernkastel-Kues. A number of different activities are planned, including a wine-tasting event at one of the best vineyards in Germany, a visit to the Cusanus library, a town tour with the “Bernkasteler Doctor” (<http://en.bernkastel.de/holiday-region/bernkastel-kues/town-tours/tour-with-the-bernkasteler-doctor.html>) as well as shopping in Bernkastel. At around 6pm, we will all meet again for a boat ride on the Moselle and dinner at Kloster Machern. You will need to choose between the different excursion activities before the conference. We will also ask you to let us know your choice of meal at Kloster Machern. Further details will be communicated via a separate mail in a few weeks' time.

If you do not wish to join us on any of the excursion activities, we would greatly appreciate if you could let us know.

Contacting us

If you need to contact us, please use the address icame36@uni-trier.de. From Tuesday afternoon (26th May) onwards (and throughout the conference) a member of the organising team or the ICAME conference desk can always be contacted on the following phone number:

+49-(0)1575-9501536

The phone number of the conference hotel (Hotel Arcadia) is +49-(0)651-93770. Delegates who are staying at the Villa Hügel can contact the hotel at +49-(0)65-33066.

We very much look forward to welcoming you in Trier soon!

With best regards,
ICAME36 organising team