Dear Conference Participants,

As our conference is just a few weeks away, we’re writing to you with some last minute details that might be helpful as you prepare for participation in the conference.

**Some technical information about the rooms and facilities for paper sessions and symposia:**

Three rooms will be used during the conference (A, B & C). Each room is equipped with the following:

- Computer (running Office 2007 and Open Office 3.3; for video there are VLC and Windows Media Player; the internet browsers are Google Chrome and Firefox)
- Projector (this already connected to the computer; you can connect it to your own laptop if that is necessary). **NOTE: If you use a Mac and plan to connect your own laptop to the projector, please bring your own Mac to VGA adaptor.**
- Microphones (wired microphone in room A, wireless microphones in rooms B and C)
- Blackboard… 😊
- A technical assistant will be available in each room for all sessions.

**Please go to the room assigned for your session 10 minutes before it is scheduled to start.**

**Preparing to participate in the Poster Session:**

The poster session will take place on the first day of the conference, August 26th, 5:00-7:00 pm. The session will be held in the Courtyard of the conference venue. The boards on which you can display your posters will be available for you to set up your posters from 12:00 pm that day (at the start of the registration period). We recommend that you set up before the end of the registration period (before 2:30 pm) so that everything is ready before the Opening Ceremony and you don’t miss any of the first plenary lecture.
Please prepare a visual display of size A0 (0,841m x 1,189m) in "portrait" format. At least one of the poster’s authors must be present near the poster during the designated time for the Poster Session (5:00 – 7:00 pm) to respond to questions and discuss the poster with conference attendees.

**Preparing to participate in a Paper Session:**

Each Individual Paper presentation has been allocated a total of 30 minutes (20 minutes of presentation time followed by 10-minute for questions and discussion moderated by the assigned chair of the session). Individual paper presentations have been grouped into Paper Sessions including three, four or five presentations. Please cooperate with the chair, who will be responsible for keeping everyone on schedule and helping the session run smoothly. The chair should insure that all presenters save their PowerPoint presentations on the room’s computer desktop before the session begins so that no time is wasted during the session.

**Preparing to participate in a Symposium:**

Each symposium is assigned a 120-minute block of time in the programme. The typical format will be about 20 minutes for each of four the contributing presentations, ten minutes for the discussant, and a total of 30 minutes allocated for discussion. Organizers can make changes to the format. They are kindly asked to inform the assigned chairs of the preferred format before the session so that he/she can help the session run smoothly. The chair should insure that all presenters save their PowerPoint presentations on the room’s computer desktop before the session begins so that no time is wasted during the session.

**Bologna Welcome Card**

“Discover the attractions of Bologna at only € 20,00 with Bologna Welcome Card, the special card for visitors sponsored by Fondazione Carisbo, the Chamber of Commerce of Bologna and the Municipality of Bologna” (go to: [http://www.bolognawelcome.com/en/richiedicard/](http://www.bolognawelcome.com/en/richiedicard/) )

The Bologna Welcome Card includes the possibility to get the service of the BLQ shuttle bus from/to Guglielmo Marconi Airport in Bologna.