

# Logistics/Presentation Information

**Please Note:** Badges must be worn during all official conference events. Only those participants registered as full registrants or students may participate in the technical sessions, including the poster session on Monday evening.

## **Registration time and location:**

On-site registration will occur in the Governor's Hall pre-function area in the lower level of the conference venue.

Registration will open on Sunday, July 17 at 13:30. **All conference attendees must register and check-in at the registration desk.**

Upon registration you will receive a name badge, scientific program, a complimentary thumb drive pre-loaded with the conference abstract book, a conference laptop backpack, lunch tickets, banquet tickets, drink tickets, and an excursion ticket for the beach or the museum. **Conference attendees are reminded that name badges must be worn at all conference events**, including the Sunday reception, the Monday poster session, and the Tuesday excursion.

The hours for the registration desk are as follows:

Sunday, July 17 13:30 - 19:00

Monday, July 18 8:00 ? 17:00

Tuesday, July 19 8:00 ? 17:00

Wednesday, July 20 8:00 ? 17:00

Thursday, July 21 8:00 ? 12:00

## **Conference Proceedings:**

Manuscripts that have been accepted for publication in the conference proceedings will be published in a special issue of the *Journal of Electronic Materials*.

## **Internet Access:**

Internet accessibility will be provided in the conference rooms and the pre-function area.

Those staying at the resort hotel/tower will have internet access included in the room price.

## **Exhibit:**

Exhibits will be presented in the Governor's Hall pre-function area. Exhibit hours are as follows:

Monday, July 18, 2011 8:30am ? 5:30pm

Tuesday, July 19, 2011 8:30am ? 5:30pm

Wednesday, July 20, 2011 8:30am ? 5:30pm

Thursday, July 21, 2011 8:30am ? 12:00pm

## **Continental Breakfast, Coffee Breaks and Lunch:**

Continental breakfast and morning and afternoon coffee breaks will be presented in the Governor's Hall pre-function area.

Lunch will be provided in Governor's Hall AB, adjacent to the conference rooms. Please bring your lunch ticket with you.

## **Banquet:**

The conference banquet will be held Wednesday evening in Governor's Hall ABCD. Please bring your banquet ticket with you.

## **Tuesday evening excursion:**

Because of the size of our group, there will be two separate off-site excursions on the evening of Tuesday, July 19.

Bus transportation will be provided for both venues leaving from in front of the hotel/resort lobby.

Those going to THE BEACH, will be transported in minutes to the beautiful Grand Traverse Beach area.

Put your toes in the cool refreshing waters of Lake Michigan!

A band will entertain, and food and drink will be provided. For those going to THE MUSEUM, a short 10 minute bus ride will take you to Denmos Museum, where you can not only view the regular exhibits (including a notable exhibition of Inuit art and sculpture), but also view the special traveling exhibit *The Bodies Human*. Musical entertainment, food, and drink will be provided.

Please bring your excursion ticket with you.

#### **Conference Assistants:**

Michigan State University student volunteers will be on hand to assist you with any conference-related issues and questions.

Look for their special blue and gold shirts!

#### **Resort/Tourism Information:**

The Grand Traverse Resort and Spa is a full-service facility.

If you are staying at the resort hotel/tower or a condominium, full access to all resort facilities is included in your room fee.

Resort staff will be on hand to help you with any resort-related questions, and they can also provide you with any information regarding local tourist activities.

#### **Oral Presentations:**

All oral presentations are to be given using a laptop computer/projector.

Presenters should plan on using their own laptops for their presentations; projectors will be provided. Mac users should bring converters. As a precaution it may be useful to also have a copy of your presentation file on a thumb drive. **Invited talks**

are 26 minutes long, followed by a 4 minute discussion period. **Contributed talks**

are 13 minutes long, followed by a 2 minute discussion period.

Presenters and session chairs are reminded that due to a tight schedule we will be closely adhering to appropriate times for all oral presentations.

#### **Poster Presentations:**

The poster session/reception is scheduled for Monday evening beginning at 18:00.

Posters may be placed on the poster boards beginning on Sunday at 14:00.

Poster boards will be labeled with numbers corresponding to the poster number assigned. The poster session room will remain open for poster viewing until 15:00 Wednesday. **Posters must be removed by 16:00 Wednesday.**

The Organizing Committee is not responsible for posters that are not removed by this time.

**IMPORTANT!** Posters must fit in a space 4 feet by 4 feet or smaller (122 cm x 122 cm or smaller).

There will be no poster printing facilities at the conference site, so poster presenters must bring their printed poster with them to the conference. Poster boards and mounting hardware will be provided. Poster orientation (landscape/protrait) is at the discretion of the presenter.

#### **Transportation to Offsite Hotels:**

Transportation to the two official offsite hotels (Sleep Inn and Holiday Inn Express) will be provided.

Shuttle buses will be available in the morning prior to the start of the day's activities, and in the evening after the last conference activity of the day. Shuttle buses will arrive and depart at the front of the hotel/resort.

Due to limited resources, we cannot provide shuttle bus transportation on a continuous basis throughout the day, nor can we provide service to hotels other than the official conference hotels.

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