ICAME 2010 – third circular 15th April 2010

Dear ICAMErs,

The conference is only six weeks away and we would like to give you an update on some facts concerning this year's ICAME conference.

General information

Registration is now closed. The conference hotel Steinsgarten is fully booked and the majority of conference delegates will be staying in the same place.

A preliminary schedule is now available on our website (www.uni-giessen.de/icame2010). We have tried to accommodate all requests concerning time slots.

Travel

General travel information can be found on the conference website (www.uni-giessen.de/icame2010). We would also like to offer a pooled taxi transfer from Frankfurt International Airport (NOT Frankfurt Hahn) to Giessen on 26 May and also from Giessen back to the airport on 30 May for those of you who are travelling by plane. Please send us your flight number, your destination airport and date and time of arrival so that we can organise a pooled taxi transfer for you. Please use the following online form to send us your travel details:

http://www.uni-giessen.de/cms/faculties/f05/engl/ling/icame2010/home/travel

You can also send us your flight details if you are travelling to an airport other than Frankfurt International Airport. If other delegates are arriving at the same airport at a similar time, we will pass on your contact details so that you can get in touch and organise something together.

Arrival in Giessen

If you are staying in the conference hotel Steinsgarten, please check in at the reception upon arrival. If you are staying in one of the other hotels or have private accommodation, please check in there and make your way to the Hotel Steinsgarten to collect your conference pack at the conference registration desk. The conference venue (Hein-Heckroth-Str. 20, 35390 Giessen) can be found on the following map: http://www.hotel-steinsgarten.de/module/media/media.php?show=routing&objID=1,p9&lng=de

Contacting us

If you need to contact us, please use the address icame2010@uni-giessen.de. The phone number of the conference hotel Steinsgarten is +49 (0) 641 38990.

Further contact details will be announced in the next and final circular.

Format of presentations

Papers and Work-in-Progress Reports

The length of presentations will be as follows:

- Full paper / software demonstrations: 20 minutes (plus 10 minutes discussion)
- Work-in-progress report: 10 minutes (plus 5 minutes discussion)

If you have a handout, please bring sufficient numbers of copies. Given that the majority of papers are organised in three parallel slots, we expect an average of around 60 delegates to be in the audience. Please note that additional copies cannot be made in the conference hotel. However, a copy shop is within walking distance of the conference venue.

Posters

Posters will be placed in one conference room from Thursday, 27 May until Saturday, 29 May. The room will be equipped with poster boards. This means that your poster needs to be on a single sheet of paper/cardboard, ideally sized A0 (in portrait format). If your poster consists of several smaller sheets, please arrange them on a suitably sized single sheet before coming to Giessen.

Technical equipment

The presentation notebooks will be running Windows XP. Computers running Linux and MacOS will not be available; if you intend to use your Apple computer, please be reminded to bring any adapters required.

MS Office 2007 will be provided, so your Power Point presentations should run smoothly. However, the safest option would be to convert your slides into PDF or test your presentation on the terminal in the entrance hall or on a computer in the conference office (all of which are of identical construction and offer the same software).

If you encounter any difficulties, please feel free to ask the technical assistants for help.

For phonetic transcripts, the following fonts will be provided (preferably "Doulos SIL" and "Charis SIL" as they are in Unicode):

- Doulos SIL
- Charis SIL
- Ipa-samd Uclphon1 SILDoulosL
- Ipa-samm Uclphon1 SILManuscript
- Ipa-sams Uclphon1 SILSohiaL
- IPA Doulos
- IPAPhon

If you have further requirements concerning particular hardware (e.g. loudspeakers), software or fonts, please let us know in due course and we will try to accommodate your requests.

Wireless LAN is available for all conference participants free of charge.

Payment

Just a gentle reminder: Please note that the deadline for payment is today (15 April 2010). For those of you who have not yet transferred the money, please make sure you do so in the next couple of days. Please also note that cash payments at the conference will not be possible.

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

With best regards,

ICAME2010 organising team