

GENERAL INFORMATION – SUMMARY (A-Z)

A

ABSTRACTS BOOK

All accepted abstracts will be published in the electronic Book of Abstracts. The Book of Abstracts will be available for download from the Conference website using a password communicated by mail at the end of the conference.

AGE POLICY / CHILD CARE

Due to liability restrictions, no one under the age of 12, including infants and toddlers, will be allowed either to attend the Workshop or to enter the exhibition spaces at any time. If you are interested in securing childcare during the Workshop please speak with the concierge of your hotel for local childcare references.

B

BADGE INFORMATION / LOST BADGES

Badges are nominative, not transferable and cannot be lent to anyone during ICOMC 2018. All participants are kindly requested to wear their badge throughout their permanence at the Congress Venue. Participant and Speaker badge allows entrance to all scientific sessions (limited to seat availability), exhibition spaces, coffee areas and all other activities open to individual participants. Exhibitor badge allows entrance to the exhibition, coffee break areas and service spaces. Please consider your badge as a valuable ticket.

In case of loss, the full registration fee will be charged.

NO BADGE = NO ENTRY

Badges do not allow admittance to the Lunch area, for which a specific ticket is required.

BANKING

Bank services are available at the airport and throughout the city, around Piazza Adua. Banks are open weekdays from 8.30 to 13.30 and 1 hour in the afternoon. Florence is well supplied with ATM, most of which accept the major credit cards;

In Italy the official currency is the Euro (€).

BYKE

Moving around Florence by bike is a valid option. "Mille e una bici" is a program run by the Florence City Council to encourage the use of bicycles in Florence. Bikes can be hired from 8 different locations, one of which is in front of the Central Railway Station (7.30-19 Monday-Saturday, 9-19 Sunday, from April to September). Rates for non-residents are up to Euro 8 per day.

Other bike rental shops are: Alinari (tel: 055 28 05 00; www.alinarirental.com; Via Guelfa 85/r);

Florence by Bike (tel: 055 48 89 92; www.florencebybike.it; Via San Zanobi 91/r e Via San Zanobi 120-122/r).

C

CERTIFICATE OF ATTENDANCE

Certificates of attendance will be available at the Registration Desk from Friday, July 20th, 2018. Upon request, you might ask the Organizing Secretariat to e-mail it after the Congress.

CHANGES IN PROGRAM / ERRATUM

For scientific and/or technical reasons the Scientific Committee and the Secretariat reserve the right to make changes to the Conference program.

CLIMATE AND CLOTHING

Summer in Florence is generally hot and sunny. Temperatures can reach 36/38°C during the day, while they tend to be more pleasant at night. Humidity levels are tolerable .

CLOAKROOM / LUGGAGE STORAGE

A free-of-charge cloakroom / luggage storage is available at Palazzo dei Congressi in Room Nr. 11.

COFFEE BREAK

Coffee breaks will be served in Catering Areas, inside the Venue, on July 16th, Tuesday 17th, Wednesday 18th (only in the morning), Thursday 19th and Friday 20th (only in the morning).

CONFERENCE BANQUET

The conference banquet will be held on Thursday 19th, 2018.
The location has to be defined.

CONGRESS ORGANIZING SECRETARIAT

Adria Congrex
Via Sassonia, 30 - 47922 Rimini – Italy

Before and after the Conference:

Phone +39.0541.305811 - Fax +39.0541.305842
E-Mail: info@icomc2018.com

During the Conference:

The Organizing Secretariat will be located in the Reception Desk – Piazza Adua.
Staff members are available at the Organizing Secretariat Desk to assist you with any inquiry you may have. Staff members are also available throughout the Conference Venue and can be identified by their badges "Staff".

CREDIT CARDS

Major credit cards are accepted in hotels, restaurants and shops. Should you like to pay with credit card for a taxi, please inform the driver immediately when you step in.

D

DINING

A staff member of the Organizing Secretariat will be available at the Information Desk, within the Registration Area, to provide assistance in making restaurant reservations during your stay in Florence.

DISABILITIES

Florence Congress & Exhibition Centre allows access to people with disabilities and wheelchairs users, despite the presence of some gravel roads and small ramps in the open spaces. An accompanying person is recommended. Please contact the Organizing Secretariat for information about accessible ways and spaces.

Most ATAF buses are wheelchair accessible, however several steps might be found at some bus stops. The ATAF offices and some tourist information centres can provide a map of wheelchair accessible bus routes.

E

ELECTRICITY

Electricity supplied is 220V/50Hz and power sockets are of different types.

EXHIBITION SPACES

The Conference venue includes an Exhibition Area, located in the Basement of the Palacongressi building.

EXCURSIONS

Two guided tours are organised for participants and accompanying persons on Wednesday, July 18th 2018: “Chianti and Monteriggioni Tour with wine tasting” and “Visit to San Gimignano. The medieval town of fine towers”. Tours are not included in the registration fee.

More details are available at the Social Program page on the website www.icomc2018.com

F

FLASH PRESENTATION

The Flash Presentation sessions will be held in different rooms on Tuesday, July 17th, as scheduled in the Scientific Program. The presentation time for Flash Presentations will be 6 minutes. All presenters are requested to keep to their allotted time and be regularly registered. Presenters must be in the session room at least 10 minutes before the start of the session and must remain there until the end of the session. Presentations will be given in English language only, supported by video projections from PC only.

FUTURE MEETING DESK

All programs of future events will be displayed on the appropriate desk located in the Exhibition Area. Any distribution not authorized by the Organizing Secretariat will not be allowed.

G

GUIDED TOURS

Accompanying persons can attend 3 guided tours, chosen from packages included in the registration fee.

Details are available at the Social Program page on the website www.icomc2018.com

H

HOTELS

The Organizing Secretariat has pre-booked several hotels of different categories (4 stars, 3 stars and other cheap accommodations, such as B&B) by Firenze Convention Bureau. Florence is a top tourist attractions city, and **early booking is highly recommended**. Details and booking forms are available at the Accommodation page on the website www.icomc2018.com

I

INSURANCE

Responsibility cannot be accepted for personal accidents, loss or damages to private properties belonging to participants and exhibitors. Participants and exhibitors are advised to make their own arrangements if they deem it necessary.

L

LOCAL PUBLIC TRANSPORT

City bus services (red and white, or blue and grey or orange buses) are run by ATAF and LI-NEA.

Ordinary and season tickets can be purchased from authorized sales points (bars, tobacconists, newsagents) and from the ATAF hall located just outside the SMN train station.

For more information on ticket fares, routes and timetables, please visit the website www.ataf.net

LOST AND FOUND SERVICE

For any lost and found object and if you need any assistance, please contact the Organizing Secretariat.

LUNCH

Lunches are not included in the registration fee.

A Lunch Package, including 3 buffet lunches, can be purchased online upon registration. For more details and menus, please visit the Lunch Options page on the website www.icomc2018.com
Lunches will be served in Light Lunch Areas inside the Venue on July 16th, 17th and 19th, 2018.

M

MEETING ROOMS

Meeting rooms are located inside the Congress and Exhibition Centre.

Please refer to the webpage General Info – Congress Venue for a venue map.

N

NO-SMOKING POLICY

ICOMC 2018 is a NO SMOKING conference; therefore, smoking is not allowed in the meeting rooms, exhibition spaces and restrooms. Smoking is permitted in the outdoor spaces. Your compliance is appreciated.

O

OFFICIAL LANGUAGE

The official language of the Conference is English. No simultaneous translation will be provided.

OPENING CEREMONY

The Conference will be inaugurated on Sunday, July 15th, 2018 at 17.00 in the Auditorium located in Palacongressi building.

ORAL COMMUNICATIONS

The oral communication sessions will be held in different rooms as scheduled in the Scientific Program. The presentation time for oral communications will be 20 minutes. All presenters are requested to keep to their allotted time and be regularly registered. Presenters must be in the session room at least 10 minutes before the start of the session and must remain there until the end of the session. Presentations will be given in English language only, supported by video projections from PC only.

P

POSTER SESSIONS

The abstracts selected for poster presentations will be displayed in the Poster Area on Tuesday, July 17th from 8.20 to 20.30 and discussed from 19.00 to 20.30 (odd numbers) and on Thursday, July 19th from 8.20 to 19.35 and discussed from 17.35 to 19.35 (even numbers). Presenters need to be nearby their posters at the above mentioned times, to explain their research and answer questions. All posters must be prepared with dimension "portrait" A0 841 × 1189. The code number of each poster indicates the position on the panel per day. Posters will be grouped by subject.

PROJECTION

Only PC data projection is available in every room. All slides must be worded in English only; please copy your work - prepared using MS Power Point or equivalent program – on a USB Pendrive. The Slide Centre will be available for speakers to preview their slides and to become familiar with the audiovisual equipment. The use of personal laptops in the Workshop rooms is not permitted.

To the attention of MAC Users! If your presentation is on MAC computer, please make sure to convert your presentation in pc-compatible Power Point. If this is not possible, you can use your MAC computer, but you need to bring your own adapter and meet the technicians in the Slide Centre well in advance, to be sure that your presentation runs properly or anticipate a back-up solution.

R

REGISTRATION DESK

Opening hours:

Sunday, July 15 th , 2018	from 12.00 to 19.00
Monday, July 16 th , 2018	from 7.20 to 19.00
Tuesday, July 17 th , 2018	from 7.20 to 19.00
Wednesday, July 18 th , 2018	from 7.20 to 18.00
Thursday, July 19 th , 2018	from 7.20 to 20.00
Friday July 20 th , 2018	from 8.15 to 13.00

REGISTRATION FEES (VAT 22% included)

	Early Bird until 15 April, 2018	Standard until 10 July, 2018
Full Participant – Industrial	€ 700,00	€ 800,00
Full Participant – Academic	€ 600,00	€ 700,00
Student Participant	€ 300,00	€ 400,00
Retired Academic participant	€ 300,00	€ 400,00
Accompanying person	€ 180,00	€ 180,00

The registration fees for participant include:

- Program Sessions
- Program Timetable and Summary (hardcopy)
- Trade exhibition admission
- Certificate of attendance
- Welcome Cocktail
- Morning and afternoon coffee breaks
- Conference kit

The registration fees for accompanying person include:

- Welcome Cocktail
- Admission at the congress venue
- No. 3 Guided visits to Florence

Details of the Visit Packages are available at the Social Program page on the website

S

SAFETY RECOMMENDATIONS

Florence is as safe as any other European city and participants are advised to take the usual sensible precautions. All hotels have security facilities for valuables. To make your trip to Florence safer and more enjoyable, please follow these three tips:

- Talk to the hotel concierge or hotel security regarding the surrounding neighbourhoods and map out your route before you go exploring.
- Never leave money, checks, credit cards, extra room keys, or car keys in your hotel room – take them with you, or leave them in the hotel safety deposit box or your in-room safe.
- Do not leave laptops, cell phones, or any valuables unattended anywhere in the Congress Venue or in the meeting rooms. The Organizing Secretariat is not responsible for lost or stolen items.

SESSION CAPACITY

The Scientific Committee and the Organizing Secretariat make every attempt to place the sessions that may draw the largest audience in the largest meeting rooms, whenever possible. As the capacity of some rooms is limited, the possibility of participation in all sessions is not guaranteed.

SLIDE CENTRE

The Slide Centre is located in the Room just located behind the Auditorium and is available for presenters to preview their slides and to become familiar with the audiovisual equipment. All speakers are requested to upload their presentation the day before their session and, in any case, not later than two hours before the beginning of the session. In order to assist presenters, the Slide Centre will be staffed with professional technicians during the opening hours.

Restrictions: Personal laptops cannot be connected to the projectors in lecture rooms. Presentations cannot be loaded directly from the computer.

T

TAXI

Florence Taxis are white, and can be called by phone or found at the various taxi ranks dotted around the city, at the airport, at the main train stations. It is possible to get them by SMS or Skype. Connections between the Florence airport and the hotels of the city centre have a fixed price, Euros 22,00. On many taxis you can pay by credit card. Fares are on show inside the taxi.

Taxi drivers are associated in two cooperatives:

CO.TA.FI Tel. +39 055 4390 - +39 055 4499 - www.4390.it

SOCOTA Tel. +39 055 4798 - +39 055 4242 - www.socota.it

W

WELCOME COCKTAIL

All registered participant are welcome to join the Welcome Cocktail that will be held on Sunday, July 15th at the Venue Park, starting from ca. 19.00.

WI-FI

Free internet wi-fi connection will be provided everywhere in the Conference venue areas.