

## GENERAL INFORMATION

### Conference Site

The Conference takes place at the University of Jyväskylä, Mattilanniemi Campus, Buildings MaA and MaD.

### Conference Office

The Conference Office and all Conference services are located in the ground floor Lobby of the building MaA.

### The Conference Office is open:

Sunday, 6 June at 15:00-18:00

Monday, 7 June at 8:30-15:30

Tuesday, 8 June at 8:30-13:00

Wednesday, 9 June at 8:30-15:30

Thursday, 10 June at 8:30-12:00

### Contact information:

telephone: +358 (0)500 803 662

fax +358 (0)14 260 2981

### Registration

Registration takes place at the Conference Office. All Conference material and invitations to the social activities are handed out upon registration. Invitations to social activities have been prepared according to registration data. If you wish to make a reservation during the Conference, please contact the Conference Office on the previous day.

### Badges

All registered participants and accompanying persons receive a Conference Badge upon registration. The badge is your passport to enter the Conference Rooms or any of the social activities. Holders of white and blue identifications are allowed to enter the auditoriums and meeting rooms. We ask you kindly to have your badge visible during all events. The colour code is: white for invited speakers and participants, blue for organisers, Conference Assistants and staff members.

### Auditoriums and E-mail Service Point

The conference auditoriums are located in buildings MaA and MaD, which are located next to each other:

- Auditorium MaA102 (ground floor)
- Auditorium MaA 211 (2<sup>nd</sup> floor)
- Auditorium MaD 259 (2<sup>nd</sup> floor)

The E-mail rooms are located in building MaD:

- MaD 104 (ground floor)
- MaD 105 (ground floor)

### Speaker Service and Conference Assistants

There are Conference Assistants assigned to each conference room. Speakers are kindly asked to contact the *Conference Assistants* upon their arrival, concerning AV equipment of their presentation. The speakers with a PowerPoint presentation are requested to check their presentation material with the assistants and the technicians well in advance before the presentation. Please bring your presentation materials (on CD roms or discs) to the Conference Assistants preferably on the previous day to be saved in the computer of the auditorium. The auditoriums are equipped with an overhead projector, PC, and video/data projector. If you have a personal laptop it is important to make a check in advance.

### Conference Assistants

There are Conference Assistants ready to help the participants. There are also assistants assigned to each session auditorium to help the speakers and chairpersons in technical matters. You will recognise the assistants by their blue badge.

### Meals and Coffee Breaks

Coffee is served for Conference participants during the breaks in the lobby of building MaA. Coffee is included in your fee. Conference lunches are not included in the fee. There are two University restaurants on Mattilanniemi campus: Wilhelmiina on ground floor in building MaA and Piato on ground floor in Building Agora. The restaurants are open Mon-Thu until 15:00. Menus are posted on the Conference bulletin board.

### **Meeting Rooms**

Please ask for available rooms at the Conference Office.

### **Messages and Changes in the Programme**

Messages to participants are posted on the bulletin board at the Conference Office.

### **Foreign Exchange and Banking**

Banks have offices in the main street (Kauppakatu) and they are open Mon-Fri 9:30-16:30. Most international credit cards (VISA, Eurocard, Access, MasterCard, Diner's Club, American Express, etc.) are accepted in shops, hotels and restaurants. Traveller's checks are accepted by all banks, travel agencies and hotels, and in many shops. There is an exchange service at some hotels, too. The nearest Visa cash dispenser is one block from the main campus in Kauppakatu, and there are several others downtown.

### **Health Service**

Emergency health care is available at the City Health Centre Kyllö, address Keskussairaalantie 20, tel. 626 400. For first aid please contact the Conference Office or when at the hotel the hotel reception.

### **Museums**

Jyväskylä offers several interesting museums, e.g. the Central Finland Historical Museum, Jyväskylä Art Museum, the Alvar Aalto Museum and the Craft Museum of Finland. These museums are open daily 10-18, except on Mondays. The University Museum of Natural Sciences is open Tue -Fri 11-18 and in the weekend 12-17. The locations of the museums are given on the city map. Additional information from the City Tourist Information office, address Asemakatu 6.

### **Postal Services**

The main post office in the street Vapaudenkatu is open 9:00- 20:00 on workdays. Stamped mail can be left at the hotel reception or dropped in mail boxes (yellow) for collection. The mail boxes are emptied daily.

### **Recreation Opportunities**

The City of Jyväskylä offers very good opportunities for recreation. There are gyms, jogging tracks, and indoor swimming and other facilities which are all easily accessible for Conference delegates. There are also sightseeing tours and boat cruises. For further information please contact the Conference office.

### **Smoking**

In Finland smoking is restricted to designated Smoker's Sections in restaurants, trains, and public places, and not permitted at all in public and educational facilities. Please obey no smoking signs as a matter of courtesy. On campus smoking is only allowed outside.

### **Tourist Information**

Information of any events (cinema, museums, exhibitions, concerts etc.) to be arranged in Jyväskylä and its surroundings during the Conference will also be available at the City Tourist Information office, address Asemakatu 6 in the next block to the city centre hotels. Brochures will also be available at the Conference Site.

### **Travel Service**

The Conference office will help you to confirm your flights and to make contacts with local travel agencies.