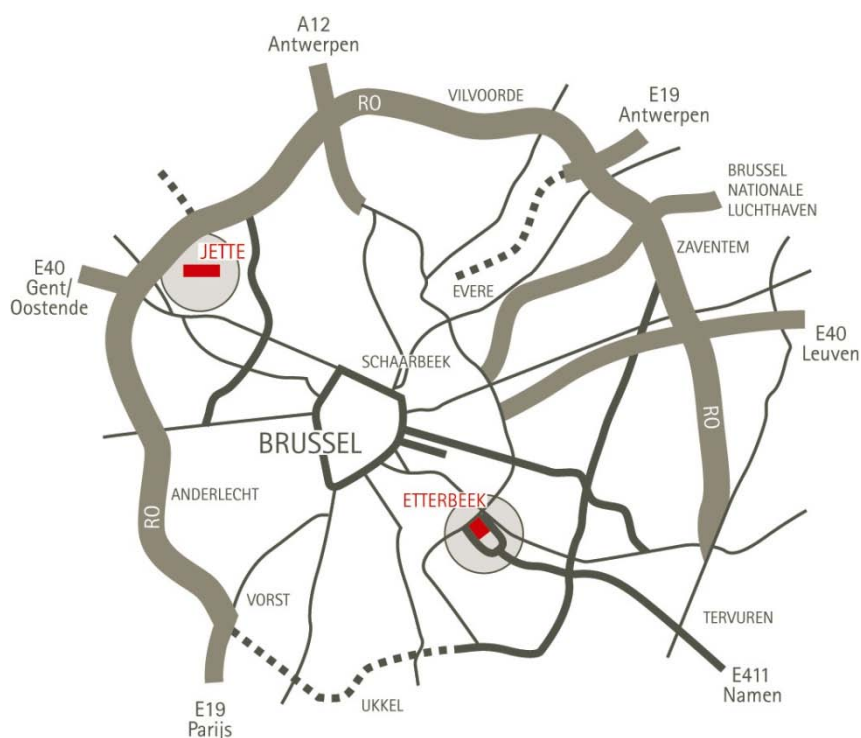


DIRECTIONS TO THE CAMPUS

Address:

Building Q
Vrije Universiteit Brussel
Pleinlaan 2
1050 Brussels, Belgium

The campus is located in the town 'Etterbeek' in the South-East of Brussels (see map below).



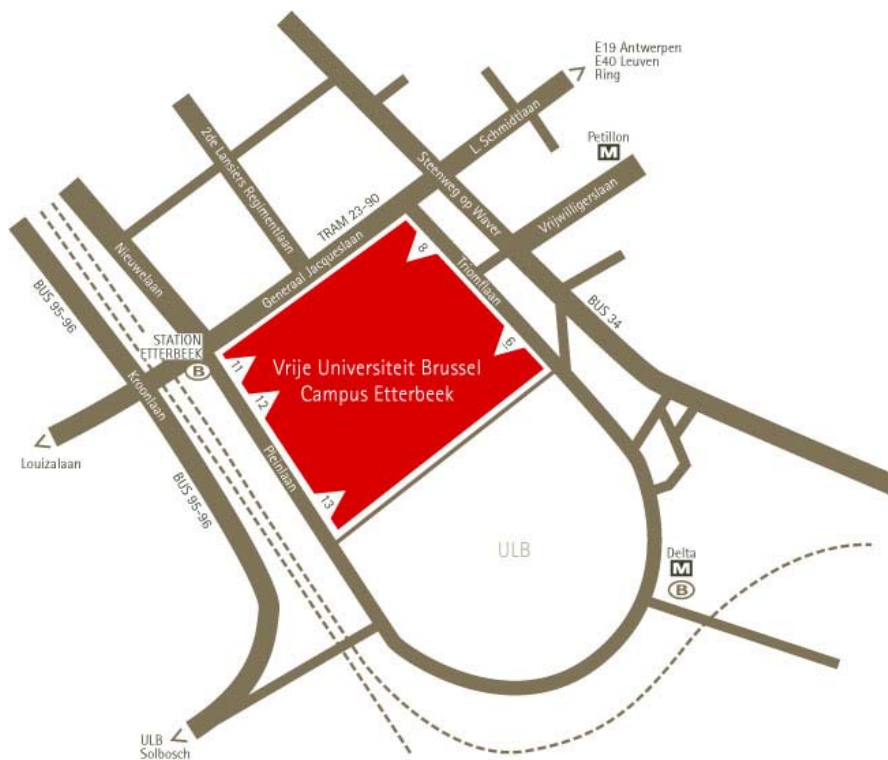
From the airport to the campus

Brussels Airport (Zaventem) is the largest airport in Belgium. Most international flights arrive here. From Brussels Airport you can reach our campus by train or by bus (bus 12, Brussels City). Alternatively you can take a taxi (the fair will be approximately 25EUR).

From the city center to the campus

Metro line 5 connects the city center with the campus. Take the metro in the direction 'Hermann Debroux' and exit at the station 'Petillon'. Make sure that you take the exit on the left. When leaving the station go right and continue along the street 'Vrijwilligerslaan' (the French name 'Avenue Des Volontaires' is also indicated on the street signs). After about ten minutes walking the campus will be in front of you (see map below).

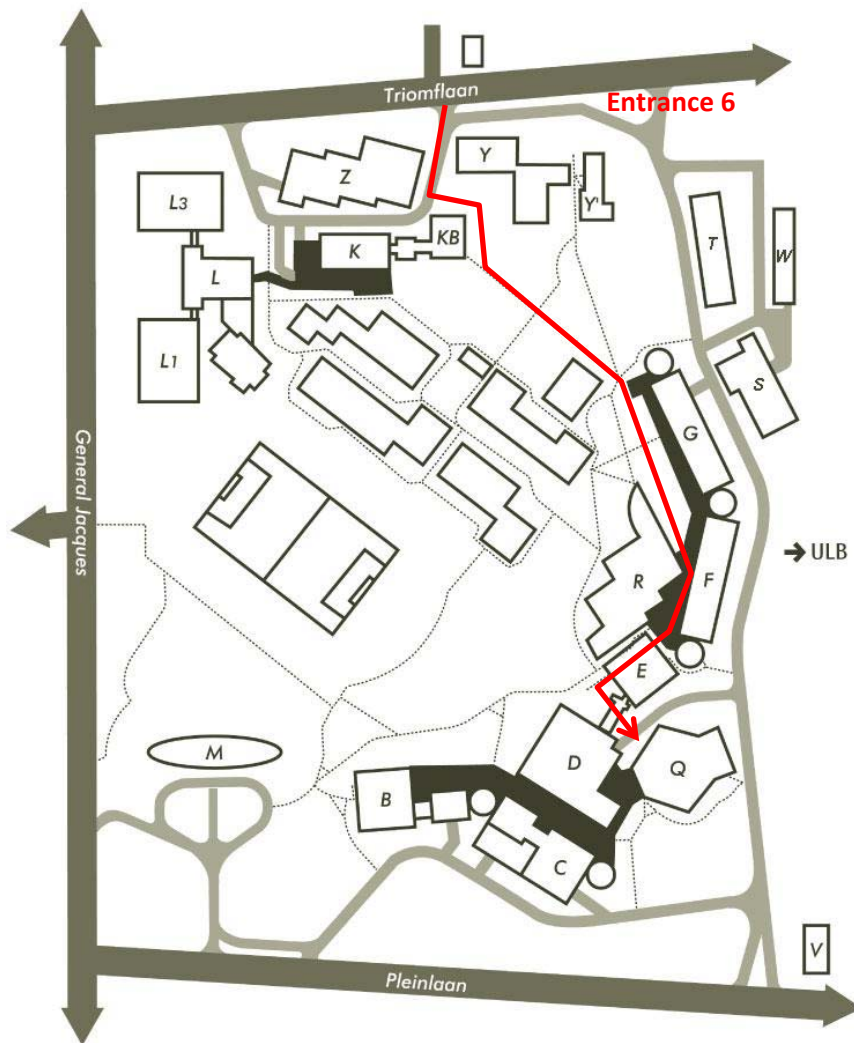
A metro ticket that is valid for a week will be included in the conference bag that will be distributed at the registration desk.



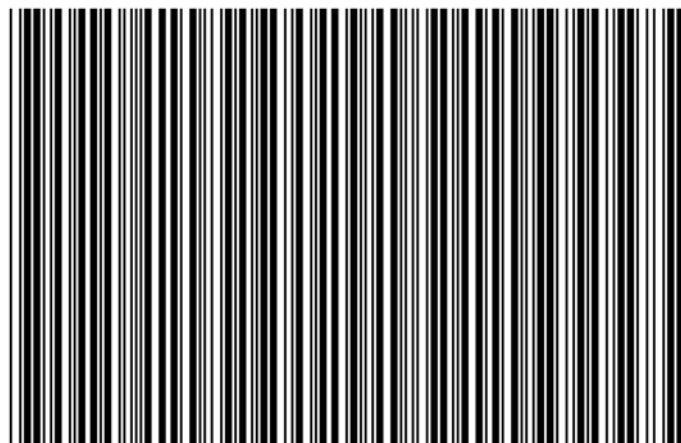
Location of the conference area on the campus

The conference will take place in Building Q. If you take the **metro** please follow the path shown on the map below to get to Building Q.

If you come **by car** make sure that you take entrance number 6. Print out the barcode on the next page and hold it under the scanner at entrance 6 to lower the poles at the entrance. After entering go straight until you see a sign to 'parking Aula Q'.



BARCODE EVENEMENT:



2EQ5XT2Y67J5PSP

REGISTRATION

The registration desk is located in Building Q.

Registration is possible on Sunday 6th between 7PM and 9PM or on Monday 7th from 8AM on. During the three conference days (Monday, Tuesday, Wednesday) the registration desk is continuously open. You are welcomed to address the staff at the registration desk for any question you might have.

Please check the payment of the registration fee is performed beforehand. For on-site payments only cash is accepted (no credit card payment can be made).

MEALS AND REFRESHMENTS

Delegates should wear their conference badge at all times and when accessing any catering or lunch point. Lunch tickets for the three conference days will be distributed at registration.

The lunches are served in the university free-flow restaurant. You can choose between four different meals (including a vegetarian meal).

On Tuesday 8th a conference dinner is organized at the Castle Diepensteyn. Before the dinner a guided tour to the 'Palm' breweries is organized. The bus to the conference dinner location leaves at 4PM. After the dinner the bus will bring you to the city center from where you can walk to the hotel.

INSTRUCTIONS TO PRESENTERS

Oral presentations

Each lecture theatre will be equipped as standard with the following audio-visual equipment:

- Overhead Projector
- Data Projector
- Laptop with PowerPoint facilities (PowerPoint 2007)
- Laser Pointer

Speakers wishing the use of additional audio-visual equipment are asked to contact the conference secretariat (info@photomechanics2011.org) at least three weeks prior to the event.

Speakers are asked to introduce themselves to the chairperson at least 10 minutes before the start of the session.

Speakers should upload their presentation on-site before the start of the session.

The use of personal laptops is possible but presenters should be aware of the possible time delay that this could cause.

Timings for the presentations will be as follows:

- Plenary presentations – 45 minutes (40 + 5 minutes for questions)
- Contributed presentations – 20 minutes (15 + 5 minutes for questions)

Presenters are asked to prepare their talks to match the allocated times which will be firmly enforced by session chairs.

Poster Presentations

The posters will be displayed in the room 'Nelson Mandela' on Wednesday 9th February 2011 between 11:05 and 12:35.

Each poster board measures 2m high x 1m wide (portrait). Posters must fit within these dimensions. Special tape will be provided (please do not use regular tape as this may damage the poster panels). Each poster will have a unique poster number. A plan will be provided to assist poster presenters to locate their board.

Each presenter is responsible for ensuring that their poster is displayed on the board allocated. Presenters must ensure that their poster is displayed by 11:05 and taken down by 13:00.

The organisers will endeavour to save poster materials, however no guarantee can be made for posters not removed at the specified time.

Before the poster sessions all authors are asked to introduce the content of their poster in one minute. To support this short introduction the authors are asked to send a PowerPoint with one slide that will be displayed during the poster introductions. Please note that it is not possible to use your own laptop during the poster introductions.