

Dear Colleague,

**Re. 19-ISTAL, Thessaloniki, Porto Palace Hotel, April 3-5 2009**

This circular contains important orientation information about the forthcoming ISTAL. Please, read it carefully.

**PROGRAMME**

The programme for the symposium is now available on the conference website: <http://www.enl.auth.gr/symposium19>. Please, check when you are presenting.

**SYMPOSIUM VENUE**

The conference venue is Porto Palace Hotel, Thessaloniki (<http://www.portopalace.gr/>). This is located on the old west entrance to the city running along the port and within easy reach from the city centre, the railway station and the airport (see symposium site for transport information and map under the 'location' menu-choice). It is conveniently located a few minutes ride from the city centre and the seafront. It is overlooking the port, with some rooms looking out to it, hence its name.

**REGISTRATION/HELP DESK**

There will be a registration/help desk open throughout the symposium. You are expected to have registered, but please report to the Registration Desk upon arrival to obtain your symposium pack and name badge/symposium pass. As it is anticipated that the desk will be very busy between 8.30am and the first keynote lecture at 10:00am, you may choose to collect your registration materials after the opening keynote lecture. **All delegates are required to wear their badges/identification AT ALL TIMES while at the venue for admittance and security reasons.**

**HOSPITALITY DESK**

There will be a hospitality desk at the symposium staffed by our congress agent Palandjian World. You are expected to apply to this desk if you have problems relating to your hotel booking/room/stay at the hotel, in case you have booked through this agent. This is the desk to apply to in relation to reserving a place for any advertised tours. If you are a Porto Palace patron you will want to apply at hotel concierge and hotel reception for queries regarding sight seeing, the city, shuttle service, bus routes and other general queries.

**REGISTRATION FEE**

Full registration fee includes most of the preparatory symposium expenses, the use of space (5\* hotel) and equipment, a symposium bag and a set of abstracts, all coffee breaks and the gala dinner. Reduced student registration fee does not include dinner.

**OPENING CEREMONY**

The symposium officially opens at 9.30am on Friday 3<sup>rd</sup> April with the Opening Ceremony. The Opening Ceremony will include additional information regarding the symposium and your stay in Thessaloniki. We recommend that delegates attend this event.

**PRESENTATION FACILITIES**

Guidelines on presentations can also be found on the symposium website. Please consult these in advance of the symposium. Presentations last for 20 minutes, plus 10 minutes for discussion. However, workshop session organisers may have made their own arrangements which you will be instructed to follow. Session chairs will ensure that talks start promptly and that the time allocations are strictly respected. It is important that presenters will not exceed their allocated time, so that the smooth running of the symposium is ensured.

Each room will contain a data projector, a laptop installed with Microsoft 2003, and a white screen. Should you require other equipment for your presentation, please contact the symposium organisers in good time in advance of the event at: [symposium19@enl.auth.gr](mailto:symposium19@enl.auth.gr). If presenters plan to give a powerpoint presentation, we request that you bring your presentation on a USB key and **allow sufficient time before** your session to upload your talk onto the laptop. We are sorry that presenters **cannot** be allowed to exceed scheduled time slot in case of technical problems. We do not encourage use of your own laptop for your presentation due to disruption of programme this may cause.

**MACINTOSH USERS.** Colleagues wishing to use a Macintosh laptop for their presentation will need to ensure they have a 'dongle' in order to connect to the data projector as our Department does not support Macintosh laptop use during events.

#### INFORMATION FOR SESSION CHAIRS

If you are a session chair, guidelines on chairing a session are available on the symposium website. You will also find a copy on the chair desk of the lecture room.

#### GUIDED CITY TOUR

Palandjian World, the symposium's official congress agent, will offer a guided city tour on condition of sufficient participant numbers. This is not included in the registration fee. If you are interested, you can email them ([george@palandjian.gr](mailto:george@palandjian.gr)) or go to site menu social program. Palandjian World also offer a guided tour to the royal Tombs of Vergina (see social programme) on Monday 6h April for those delegates staying longer. Email participation to agent or apply to hospitality desk at the venue as early as possible. This tour, too, depends on adequate participation.

#### GALA DINNER

All full registration delegates are invited to this event. You will be handed an invitation on collection of your symposium bag. (Discount student registration does not include an invitation). Your invitation functions as a ticket to the dinner. Please bring it along, as you will be asked to present it at the venue entrance. The gala dinner takes place on Saturday 4th April, at 9.00 pm. in Crystal Hall of Porto Palace. More tickets for friends and spouse can be bought at the price of 30€ during the symposium but preferably before Saturday. Drinks are included in the dinner price. The dinner promises to be a fun evening!

#### DIETARY OPTIONS

In case you are vegetarian, please, send an email marking as subject VEG and stating your name clearly in the body of the text to [symposium19@enl.auth.gr](mailto:symposium19@enl.auth.gr). We are sorry that we may be unable to cater to vegetarian needs if we don't have advance figures.

#### WIRELESS INTERNET ACCESS

All symposium delegates with their own laptops can use the internet in the hotel lobby (wireless) as well as in their rooms (for residents) free of charge.

#### BOOK-DISPLAY-CUM-AUCTION

This year we introduce a book-display that doubles up as a book auction. A number of publishers (confirmed ones include CUP, OUP, Palgrave, Continuum) have donated us several recent books that we'll put on display at a specially designated area. Participants are invited to browse through and bid on them in case they are interested in acquiring any. In the beginning of the lunch break (**just after 13:30) on Sunday 5 April** [N.B. the change of date from Saturday to Sunday is due to overlap with the city-tour on Saturday], we will auction the books. A bidder gets the book, if s/he is the highest bidder for it. Payments should be made straight after in cash.

## PRINTING AND PHOTOCOPYING

We regret that there are no printing or photocopying facilities free of charge available to conference delegates in the symposium venue. Delegates are advised to prepare everything they require for their presentation prior to arriving at the symposium. However, copies can be ordered at the hotel (up to 50 copies at the price of 0.12€ per copy, or at 0.10€ per page over this figure).

## SHUTTLE SERVICE TO CITY CENTRE

There will be a shuttle service provided by the hotel for its patrons (not for symposium delegates in general). Times of this service will be announced on the notice board.

## NOTICE BOARD

You are requested to consult the notice board in the foyer outside the main lecture room for all latest notices.

## LUNCH/DINNER

### **Nearby within walking distance:**

- Lunch and dinner can be ordered at the hotel. For a quick light budget lunch and sandwiches go just across the street to Porto Centre café, located inside the modern commercial complex 'Porto Centre'.
- For a more substantial and Greek style lunch or dinner (ouzeri Tel. 2310 512325) go to 'Mylos' (56 Andreou Georgiou St.) (The Mill, an old mill and its premises, converted to a cultural and entertainment complex in 1993), within easy walking distance from the hotel (700 metres), where you can also have a light bite at its various bars and cafés.

### **Further afield** (but 5-10 min. bus ride)

- More budget eateries are located at a distance of 20-25-minute walking (or 5-minute bus ride) from venue. There is a great variety of cafés and restaurants in the nearby city-centre. A list of a range of restaurants and bars is provided in the map on our site.

Delegates, however, are advised to prefer nearby places for lunch breaks, due to time limitations. Dinner options at the city-centre though are diverse and we certainly invite you to try them out. Note that tap water in Greece is drinkable.

## WEATHER

The climate in Thessaloniki is mild. In April, the weather is quite changeable, so anticipate both sunny days or intervals and possibly some rain. Temperatures at this time of year range between 7-19 °C. Just before you leave home, you can check Thessaloniki's weather during the conference days at: <http://www.meteothes.gr/wxen.php>

## THESSALONIKI

Thessaloniki is a diverse and exciting city on the sea and one of the most dynamic cities in the Balkans, with plenty to offer, from clubs and pubs to museums, Byzantine monuments and churches, and architecture. Things to see include the famous White Tower with panoramic views of the city and its museum, archaeological and Byzantine museums, and the old town in the upper part (away from the sea) and north of the city. The modern city spreads along the sea of Thermaïkos gulf with its wonderful quay, both old and new, ideal for walks.

We look forward to welcoming you to Thessaloniki.

With very best wishes,

The Symposium Organisers