



Duration: The conference lasts two days (March 29-30, 2010) with the introduction and plenary sessions being held on the March 29th, followed by presentations in the parallel workshops, informal city tour and an official dinner. On the second day, the event will continue with the presentations in parallel workshops and will be rounded up by the closing session, where conference participation certificates will be awarded. The conference is planned to finish by 16:00 on March 30th.

Venue: the conference is held at the University of Bordeaux II, Place de la victoire. The dinner on March 29th is held at the City Hall - Hotel de Ville, Place Pey Berland.

Dress code: business casual.

Accommodation: a single room is reserved for you for two nights (March 28-29 and March 29-30) in Etap Hotel, 37 cours du Maréchal Juin, 33000 Bordeaux. Tel: (+33)892680584. If you arrive earlier or leave Bordeaux later, it is your responsibility to arrange and cover the costs of the additional accommodation. If you come with a partner and need to change the reservation to double room, please contact service@em-a.eu. Additional costs may incur.

Catering: Lunches are provided on both days by the conference organizers, and dinner is held on March 29th at the City Hall. Please note that breakfast is not included in the hotel reservation.

Travelling: You are responsible for planning your own travel to Bordeaux. It can be reached by plane or by train. Erasmus Mundus Association offers you a subsidy to help cover your travel to the conference. If you are travelling to Bordeaux from an EU country, you are entitled to a travel subsidy of maximum EUR 200. If you are coming from outside of the EU, you may claim up to EUR 400 to help cover your expenses. Detailed information on reimbursement procedure is contained in the Reimbursement Form.

Presentation at the workshop: your presentation should last around 25 minutes. It will be followed by a short discussion round. Please note that your audience is interested in the topic of the workshop, but has different education background. Therefore, make sure your presentation is clear, precise and understandable for people who might not have profound knowledge of your topic, and might use French as their main research language, even though English is the language of the conference.

Technical equipment: All conference and workshop rooms will have projectors and multimedia equipment.

Collecting the presentations: considering the fact that powerpoint presentations are often too large to be sent by e-mail, please do the following:

- burn your presentation on a CD
- write your name on the CD
- submit the CD to the organizers during the conference registration.

This will ensure that all the presentations are tested before the start of the workshop. Moreover, this will allow for upload of all conference materials after the event at the EMA website. It is nevertheless advisable to have a back-up of the presentation with you on a usb-stick.