

Know Before You Go

Electric Field Enhanced Processing of Advanced Materials II: Complexities and Opportunities

An ECI Conference Series

**March 10-15, 2019
Hotel Dos Templarios
Tomar, Portugal**

<http://www.engconf.org/19AD>

March 4, 2019

To: Participants, Electric Field Enhanced Processing of Advanced Materials II
From: Barbara Hickernell, CAE, ECI Executive Director

We are looking forward to your participation in this conference. Please read this note as there are items in it that may be helpful to you before your arrival at the conference. You will receive electronic copies of the abstracts later this week.

Hotel: Hotel Dos Templarios (Largo Candido do Reis, 1, 2300 Tomar, Portugal. Phone: +351-249-310-100 and fax +351-249-433-191, www.hoteldostemplarios.pt).

Transportation to Tomar: On the weekend, trains depart about every two hours from Lisbon to Tomar at the Oriente train station (Lisboa Oriente). On weekdays, trains run about once an hour. The train station is about 3 km from the airport.

To get to Gare do Oriente from the Lisbon International Airport you can go by **Metro** or **Taxi**:

- **Metro** – Metro trains run every few minutes from 6 am to 1 am. A one-way ticket is 1.9 EUR. Website: <http://metro.transporteslisboa.pt/eng/>
- **Taxi** - Taxicabs depart from the front of the airport and the trip takes about 10 minutes. You can purchase a "Taxi Voucher" ticket for the Oriente train station (23 EUR) inside the airport at the Tourism Information Centre. This option sets an exact price for the trip, but if there is no traffic, then use a regular taxi that would cost between 15-20 EUR. **Note:** There are usually taxis available at the **Departure** area of the airport and sometimes the price is cheaper than at the **Arrivals** area.
- If you have any questions about these means of travel, you can ask at the "**Tourism Information**" centre at the airport.
- The train trip from Lisbon to Tomar takes approximately 2 hours. Upon arrival at the Tomar train station, taxis are available for the one or two kilometer trip to the Hotel Dos Templarios. (For train schedules and tickets visit www.cp.pt, the Portuguese railway web site – click on "EN" at the top right of the page for the English version.) The cost of a one-way ticket to Tomar is approximately 10 EUR. The last train to Tomar on 7 May departs Lisboa Oriente at 22:53.

If you plan to drive to Tomar, there is free parking at the hotel. Once in Tomar, follow the hotel signs. (Our hotel is the major one in the town.) If you are from the US and have not yet rented a car, try www.autoeurope.com which will allow you to comparison shop.

Sunday conference check-in: Begins at 16:30 on Sunday (March 10). A welcome reception follows from 18:30 - 19:30. Dinner will begin at 19:30.

Monday morning: Breakfast is served from 07:30 am to 08:30 and the technical session begins at 08:30. (For accompanying persons, the breakfast area is open to 10:00.)

Guided tour: We are planning a guided tour of the Convento de Cristo (a UNESCO World Heritage Site) on Wednesday afternoon. Please meet in the lobby at 14:20 and we will proceed with our tour guides at 14:30. At previous conferences, participants found the tour excellent even if they had previously visited the site. Tomar's most famous landmark, the Convento is on a hill overlooking town. It is within easy walking distance of the hotel. The Convento combines architectural styles from the 12th through 17th centuries. An ornate octagonal canopy protects the high altar of the Templo dos Templares, modeled after the Holy Sepulchre in Jerusalem, and the grounds of the convent contain eight cloisters embracing a variety of styles. After the Convento de Cristo, the tour will continue in the historic area of Tomar. Wednesday evening has been set aside for dinner on your own so that you can leisurely enjoy dinner at one of the local Tomar restaurants. A list of restaurants will be provided to participants.

Weather: Temperature highs are expected to be in the 60s F (16-18° C) and lows in the 40s. (6-8°C) during the conference week. It might be wise to check www.weather.com for an update before you pack. In any case, we advise that you bring an umbrella (possible rain on Thursday) and a sweater or jacket for the meeting room – just in case.

Dress: ECI conferences are casual.

Currency: The currency in Portugal is the Euro. Currently, 1 Euro = US\$1.14. ATM machines are available in the Lisbon airport as well as at various banks throughout Tomar.

Speakers: Our standard equipment is a computer projector and a PC laptop for PowerPoint presentations. For ease of transition between speakers, you should load your presentation on the conference computer that ECI is providing. Please bring your presentation on a USB key/flash drive. There will be a graduate student (**Tarini Mishra**) who will be available to assist each speaker to load their presentation prior to the session in which they are speaking.

Conference chair Rishi Raj offered the following advice to speakers:

- (i) The less clutter (institutional logos etc.) the better. No footnotes or headers.
- (ii) You will have a well-informed audience, so you can omit introductory slides. The audience can always ask questions.
- (iii) Ask not what you can put in but what you can leave out. The viewer can, at the most, take away one message from your talk.
- (iv) Use large fonts in the figures (including graphs) so that they can be read in one glance.
- (v) Use color when it is effective, but sparingly.

Be sure that you have provided your session chair with a **brief** biography for introductions.

It is vital to the conference schedule that you keep to your given time, allowing enough time (at least five minutes) for questions/ discussion. Keeping in the tradition of these conferences, please be available during the conference for discussion and questions.

Poster Presenters: The size of the poster boards are: 1.5 meters x 1.0 meters (H x W). Posters will be a very important part of the program and you will have ample opportunities to present your work throughout the week.

Guests/Accompanying Persons: If you decide to bring a guest at the last moment, please email Kathy (kathy@engconfintl.org) to arrange for payment.

Internet access: There is wireless access in the hotel.

Miscellaneous: The following are a few housekeeping items that you need to be aware of:

- If you have special **dietary needs** (e.g., vegetarian, allergies, etc.) that you did not communicate to us when you registered, please make sure we are made aware of them during registration so that we can give the hotel this information. Vegetarians will be given a card to identify themselves to the wait staff.
- If your arrival or departure date should change prior to the conference, please notify the hotel and Kathy Chan (Kathy@engconfintl.org)
- An electronic evaluation form will be distributed on Thursday during the conference. Please complete it as your comments will be very useful to the planners of the next conference in the series.

- If you are not coming from an EU member country, bring an electrical adapter for your laptop and other items that will require charging.
- If you require **photocopying**, please make your arrangements at the hotel desk - the cost will be billed to your room incidentals.

As a courtesy to conference participants, we request that all mobile phones be turned off (or to “vibrate”) during the technical sessions. If it is necessary to use your mobile phone, we request that you step outside the meeting room to an area that will not disturb other attendees. As usual, all conference functions are smoke-free.

Ram Darolia is the technical liaison from the ECI Conferences Committee and I (**Barbara Hickernell**) will be the site manager. We thank the conference chairs, **Rishi Raj, Olivier Guillom, and Hidehiro Yoshida** who put in a great deal of effort to produce this program.

Last minute questions?

Contact the ECI office at 1-212-514-6760 or email Registrar Kathy Chan (kathy@engconfintl.org). ECI staff will be at hotel on Friday evening. If you need to contact ECI staff during the weekend, please email, text or call me (barbara@engconfintl.org, +1-914-484-7349).

We wish you all an intellectually stimulating, productive and enjoyable conference.