



GENERAL INFORMATION

Conference venue

The ICALP conference will be held at Reykjavík University (RU).
Pre-and post conference workshops are also held at RU.



Conference Secretariat – Registration Desk

The Conference Secretariat (Iceland Incentives Inc.) will have their registration desk on the ground floor in RU from Friday July 4th to Sunday July 13th. At the registration desk you will receive your badge, conference bag and other conference material. All unpaid invoices, including final payment for hotel and tours, must be settled with the Conference Secretariat before receiving the registration material. Tickets for tours and the banquet are sold at the registration desk during opening hours. The Conference Secretariat also provides all general information. Phone numbers at registration desk: (+354) 696 1402 and (+354) 696 1403.

Opening hours at the registration desk:

Friday	July 4 th :	13:00 - 18:00	DYNAMO registration
Saturday	July 5 th :	08:30 - 16:00	DYNAMO registration
Sunday	July 6 th :	07:45 - 18:00	DYNAMO and Workshops 6 July
		16:00 - 18:00	ICALP registration possible for 2 hours Sunday
Monday	July 7 th :	07:30 - 18:00	ICALP
Tuesday	July 8 th :	08:00 - 18:00	ICALP
Wednesday	July 9 th :	08:30 - 14:30	ICALP
Thursday	July 10 th :	08:30 - 18:00	ICALP
Friday	July 11 th :	08:30 - 13:00	ICALP
Saturday	July 12 th :	08:00 - 16:30	Workshops
Sunday	July 13 th :	08:30 - 16:30	Workshops

ICALP Registration

The registration fee for ICALP participants includes admission to lectures, conference material, welcome reception Monday 7 July, lunches, , coffee during breaks and the Golden Circle tour 9 July (which is NOT included for students attending ICALP but can be bought separately). The accompanying persons' fee includes the welcome reception 7 July. Tickets for the conference banquet at Perlan and tickets for the Golden Circle tour for students and accompanying persons can be bought at the registration desk.

Workshop registration

The workshop registration fee includes lunch on the day of the workshop in question plus coffee and workshop material.

Badges / tickets

The conference badge must be worn at all scientific sessions and for all social functions. There is ticket control for both the Golden Circle tour and the banquet at Perlan (tickets are to be found in the name badge cover).

Lunches and coffee breaks

Coffee and lunches will be served in the RU cafeteria on the ground floor at RU.

Special dietary requests

For special dietary requests please contact Iceland Incentives Inc, preferably **before Thursday July 3rd** by sending an e-mail to ragneidur@iii.is or the staff at the Registration desk at RU with an advance notice.

Please note that ONLY food allergies, diseases and vegetarian requests are taken into consideration.

Speaker guidelines

Before the session starts, introduce yourself to the session chair. Familiarize yourself with the A/V facilities. Copying your talk onto the PC in the room is the preferable mode, or alternatively experiment with switching between computers. Each room also contains a whiteboard (sometimes covered by the projection screen).

RU Staff

Direct your questions regarding technical things such as computer assistance, directions, program details etc. to the RU conference assistants in white T-shirts clearly labelled "Reykjavik University" and "Staff".

Computer facilities

Wireless network is accessible by conference guests anywhere in the building..

Computer labs are in rooms 431 and 432.

Passwords and log in information will be provided with the conference material that people receive upon registration.

Discussion rooms

Rooms 303, 304 and 305 are open for discussions and small groups. There is also the open space on the second floor with chairs and tables.

Smoking

There is a designated smoking area outside the RU building, to the left of the main entrance (SW of entrance hall). Smoking is not allowed inside. Please avoid smoking in front of the entrance and please throw used cigarettes into the big ashtrays in the designated smoking area.

Conference transportation

No intercity transport is provided to or from RU during the conference days, except for special transportation on Sunday morning 6 and 13 July in connection with pre- and post conference workshops.

Special transportation will be organised for the banquet at Perlan - for further information please see the conference website. Transportation plan will also be available at the Registration desk.

Social Programme

Monday 7 July

18:00-19:30 ICALP welcome reception at RU, ground floor.

Wednesday 9 July

14.30-20:30 Golden Circle tour. Ticket control.

Thursday 10 July

20:00-23:00 Conference Banquet at Perlan. Ticket control.

Keflavík International Airport transportation

Arrivals

A FLYBUS operates all day from Keflavik Airport to Reykjavik in connection with all incoming international flights. The Flybus brings passengers to the Flybus terminal at the Central Bus Station in Reykjavik (BSI) near the center of town. From there passengers are taken to most of the major hotels and guesthouses in Reykjavík. Kindly note that not all hotels and guesthouses are provided with shuttle service from the Central Bus station, but taxis are available outside the terminal.

Departures

The Flybus operates all day in connection with all outgoing flights. A free pick-up service is available from most of the major hotels and guesthouses in Reykjavík. The day before departure, passengers need to inform the reception desk staff of their hotel/guesthouse that they want the Flybus to pick them up the following day.

The Flybus has a special schedule based on departures from the BSÍ terminal, picking up passengers approximately ½ an hour prior at the hotels.

Flybus fare: ISK 1.300 pr. person one way.

Children 0-11 yrs. are free of charge. Children 12-15 yrs. pay half price.

Taxi service between Keflavik and Reykjavík is also available, the fare is approx. ISK 10.000 during daytime hours.

Banks and Money

Official banking hours in Reykjavik are 09:15-16:00 Monday to Friday.

All banks can exchange foreign currency, and some shops (especially those catering to tourists) will accept payment in US dollars or Euros.

Most shops and businesses accept the major credit cards (Visa, Euro/Mastercard and American Express), so it is generally not necessary to carry much cash. Cards are commonly used in Iceland even for quite small transactions. ATMs are to be found in many places.

The currency used in Iceland is the Icelandic krona or “crown,” abbreviated ISK.

The approximate exchange rate 30 June 2008 was: USD 1.00 = ISK 79 and EUR 1.00 = ISK 125.

It is best to exchange your money into ISK in Iceland, and re-exchange any surplus before you leave, as foreign banks may not deal in ISK. You can exchange your money at the bank at the airport on arrival and departure.

There is an ATM in the RU cafeteria.

Telephones

Direct calls can be made to all parts of Iceland. The code into Iceland from overseas is +354.

Mobile phones in Iceland use the European GSM system.

Shopping hours in Reykjavik

Downtown opening hours may vary but stores are generally open from 10-18:00 on weekdays and 10-14:00 on Saturdays. Some stores stay open longer on Saturdays and most downtown stores are open until 18:00 on the first Saturday of each month.

The conference venue (Reykjavik University) is located right next to one of the two main shopping malls in Reykjavik, **Kringlan**.