

USEFUL INFORMATION FOR 60TH EAAP PARTICIPANTS

DEADLINES

March 1, 2009: Submission of abstracts

May 31, 2009: Registration of presenting authors (abstracts of **non registered authors will not be included** in the Book of Abstracts)

May 31, 2009: End of the Early Registration period (reduced fees)

August 17, 2009: Advanced uploading of PowerPoint files for theatre presentations (send your files to cg.eaap2009.ppt@uab.cat)

OFFICIAL LANGUAGE OF THE MEETING

The official working language of all EAAP workshops and annual meetings is **English**. Sessions of Commissions, Satellite Symposia and Working Groups in the 60th EAAP Annual Meeting in Barcelona will not be translated. Nevertheless, by courtesy of the MARM, an English-Spanish simultaneous translation will be available for the Opening Session and for special symposia.

BARCELONA'S WEATHER

The average temperature in Barcelona (Greenwich, 02° 12' 04" E and 41° 23' 12" N) during August is 27.0 °C, with an average maximum of 29.5 °C and an average minimum of 24.6 °C (81 °F, average maximum 85 °F and average minimum 76 °F).

Rain is not often but can occur at this period of the year. The summer thunderstorms can be very rough but short and after a thunderstorm, within a few minutes the sun is shining again. A link to a weather forecast application is included in the main page of the website (www.eaap2009.org).

HEALTH AND INSURANCE

The organisers have hired an accident insurance for the event. In case of injuries during the 60th EAAP Annual Meeting, participants must notify the organisers to know what is covered by the insurance. Participants in the meeting are also requested to arrange their own insurance for a full health care. In any case, first aid care will be assured during the meeting.

Spain has a public (National) health system which provides free or low cost health care for those contributing to Spanish Social Security System and their dependants. The system also includes those from other European Union countries. Moreover, the country has a private medicine system of quality and this exists easily alongside the National system with both operated so as to compliment each other. There are many English-speaking health practitioners in the more densely populated and tourist areas.

Emergency telephone number (24 hours) is **112**.

LOCAL LANGUAGES

Spanish (Castilian) and **Catalan** are the official languages in Catalonia. Most of the population of Barcelona understand, write, read and speak both languages. Many people also speak English.

SMOKING BAN

Smoking is forbidden in all enclosed places of work in Spain. Smoking indoors is not permitted in the 60th EAAP Annual Meeting venue.

In some bars it is permitted to smoke (it must be indicated at the entrance), as well as in some separated areas of most restaurants. Some hotels have rooms for smokers.

ELECTRICITY SUPPLY

Electricity supply in Spain is 220 V, 50 Hz and the plugs are of the two-round-pin type.

CURRENCY AND MONEY EXCHANGE

The currency in use is the **Euro** (€). Foreign currency can be exchanged at the airport or at banks. Banks are open from 8.15 to 14.00 h (Monday to Friday) during the summer. They are closed on Saturdays and Sundays.

Traveller cheques, presented with a valid identity card or passport, are also accepted at most hotels, restaurants and shops. Ask previously of using it.

SALES TAX REFUND (VAT)

If your country of residence is not part of the European Union, you may request a **Sales-Tax VAT Refund** (Spanish: Devolución del IVA-Impuesto del Valor Añadido) for your purchases.

There are several companies in Spain that are authorized to process sales-tax (VAT or IVA) refunds. You need to fill and seal official forms for your sales-tax refund. Forms are available in most international and big shops. Spanish law establishes the minimum purchase for a sales-tax refund at 90.15 €. This amount needs to be spent at the same shop, and on the same day, for it to be eligible for a Tax Free cheque.

The paperwork is simple; to obtain the refund, you must do the following: ask for a tax-free stamped receipt of purchase, for which you need to show a valid proof of foreign residency (passport). You have 3 months from the time of purchase to stamp the receipts of your goods. Show your purchases and stamped tax-free receipts in a customs office. Ask for the refund at the authorised refund-processing company. These companies have IVA refund offices at all major airports in Spain. You can get your refund in cash, or credit it back to your credit card.

TIPPING

In every single establishment in Spain, service is included in the price of the meal or drink. However, tipping (5 to 10%) is a common practice at bars and restaurants, hotels, and taxis, depending on the total price for the service, service satisfaction and on the generosity of the client.

CREDIT CARD INFORMATION

All major Credit Cards (MasterCard, Visa, American Express...) are accepted in most hotels, restaurants and shops in Spain. In case of lost or stolen cards, your contact telephones are:

American Express: 900 99 44 26

Marstercard: 900 97 12 31

Visa: 900 99 11 24

TRANSPORT FROM AND TO THE BARCELONA INTERNATIONAL AIRPORT

There are 3 main ways to get to the 60th EAAP Annual Meeting venue in the Montjuïc exhibition area of the Fira de Barcelona at Plaça Espanya, from the Barcelona International Airport (El Prat de Llobregat). They are:

Aerobus (Express bus service)

Get the Aerobus at any of the 2 terminals of the Airport and get off at the Plaça Espanya stop. Travel time approx 30 minutes. Price 4.50 €.

Renfe Train plus Metro

Catch the Renfe train from the airport to Barcelona Sants and then change at Barcelona Sants for the metro (Subway) to Plaça Espanya. Travel time approx 40 minutes.

Taxi

There is a large number of taxis that give service from/to the airport entrance. The price to the city centre is around 22 € plus a small supplement for each suitcase that you take. Travel time approx 20 minutes.

For more information, please consult the Venue/How to Arrive option of the website menu (www.eaap2009.org).

TRANSPORT FROM GIRONA (COSTA-BRAVA) AIRPORT TO THE CITY CENTER

Passengers arriving Barcelona through the Girona-Costa Brava Airport (at 90 km from Barcelona) should get a direct bus from the airport to Barcelona-Nord Bus Station (1 h trip). From the Barcelona-Nord there are metro (Line 1) and taxi connections available.

CARS FROM AIRPORTS

Car rental companies such as Avis, Hertz and Europcar are available at the Barcelona and Girona airports. To drive in Spain you must be at least 18 years old and must have a valid Driving Licence. If you are a citizen of the European Union, Switzerland, Norway, Iceland, or Liechtenstein, valid country driving licences are also valid in Spain. If you are from another country, you will need an International Driving Licence.

To rent a vehicle, you must be at least 21 and be in possession of a credit card.

TELEPHONE INFORMATION

If you wish to make a phone call to Spain from abroad, dial the international access code of the country you are calling from, then **34** (Spain's country code) + the Spanish phone number, (which should have **9 digits**).

To call abroad from Spain, dial **00 + country code + the phone number**. Phone booths take coins or cards, which can be purchased in tobacco shops, most supermarkets and specialised shops.

To make a phone call within Spain, just dial the number with no prefixes. The phone number always has 9 digits, whether it is a cell phone or a regular phone. Spanish mobile numbers always start with 6. To use your cell phone in Spain, you should know that our GSM dual band technology (900/1800 MHz) and UMTS are not compatible with some from other countries outside the European Union.

Emergency telephone number for all kind of incidences is **112** (24 hours).

PRESENTING AUTHORS

As a result of the large number of abstracts submitted to the 60th EAAP to be held in Barcelona, a limitation in the number of **abstracts per presenting author (maximum 3)** was established by the EAAP Scientific Committee in agreement with the Spanish Organising Committee.

Authors affected by this limitation were requested to reduce the number of abstracts or to transfer the role of presenting author to a co-author. This limitation does not apply for invited speakers.

Abstracts of **presenting authors unregistered at the early registration deadline (March 31, 2009) will not be included** in the Book of Abstracts.

REGISTRATION AND INFORMATION DESKS

The Registration and Information desks for the 60th EAAP Annual Meeting, as well as for the included symposia and workshops, will be open at the Level 1 (Main entrance and registration desk) of the meeting venue in the Palau de Congressos of the Fira de Barcelona (Building no. 5) at Av. Reina Maria Cristina 11 (Montjuïc, Barcelona), on the following days and times:

Sunday 23rd August 15.00–19.00 h
Monday 24th August 08.00–18.30 h
Tuesday 25th August 08.00–18.30 h
Wednesday 26th August 08.00–18.30 h
Thursday 27th August 08.00–18.30 h
Friday 28th August 07.30–10.00 h

Venue for Interbull and European Focal Point satellite symposia will be the Casaramona-CaixaForum convention centre at Av. Marques de Comillas 6-8, next to the Palau de Congressos of the Fira de Barcelona in Montjuïc.

The Registration Desk for satellite symposia participants will be open on the following days and times:

Friday 21st August 07.30–18.30 h
Saturday 22nd August 08.00–18.30 h
Sunday 23rd August 07.30–14.00 h

REGISTRATION AND IDENTIFICATION BADGES

Registration desk can be easily located at Level 1 of the Palau de Congressos of the Fira de Barcelona (Building no. 5) at Av. Reina Maria Cristina 11 (Montjuïc, Barcelona).

Registration will be done in different desks according alphabetical order. Upon registration, each participant will receive a bag with the book of abstracts and specific meeting documentation, as well as a name badge containing the tickets for all the meeting lunches and social events.

Identification badge should be worn at all times during the 60th EAAP Annual Meeting activities and social events. For entrance to all sessions and social events, please wear your badge and show your tickets which will be collected on entry.

MEETING POINT AND MESSAGE DESK

A Meeting Point and a Message Board will be available at the Information Desk in the main EAAP Annual Meeting Venue of the Palau de Congressos of the Fira de Barcelona (Building no. 5) at Av. Reina Maria Cristina 11 (Montjuïc, Barcelona).

INTERNET CAFÉ AND WI-FI

An free of cost Internet Cafe will be set up during the four days of the meeting at Level 0 (Coffe breaks and buffet lunch area). In addition, a free Wi-Fi service will cover the full areas of the Palau de Congressos of the Fira de Barcelona during the meeting. User name and Password will be provided at registration.

THEATRE PRESENTATIONS

All the session rooms will be equipped with audio and video systems (microphones, laptop, projector and a screen) suitable for the projection of PowerPoint presentations. The laptops will be compatible with Microsoft Windows XP Pro and Office XP – there is no Macintosh available.

Older versions of Power Point will be compatible, however as some formats might be lost during upgrading, please remember to save all non-standard characters by clicking the box 'Embed true type' in the options dialog box when saving your file. Other formats for making presentations such as Overhead Projectors and Slide Projectors will not be available.

All PowerPoint presentations must be submitted in advance to our conference organisers no later than Monday August 17th, 2009. Please send your PPT presentation to cg.eaap.ppt@uab.cat

Presentations should be clearly marked with the Session, Abstract number and First Author's name (for example: S22_0848_Smith.ppt).

All presentations will be copied onto central conference laptops by our technicians and they will ensure that each presentation is uploaded into the session rooms.

POWER POINT PREVIEW ROOM FOR SPEAKERS

After registration all speakers are requested to go to Room 9 (PPT Slides Preview) at Level 3 where they will have the opportunity to review and/or upload the last version of their presentations in the 60th EAAP Annual Meeting central computer system.

Please test, and if necessary revise, the uploaded version of your oral presentation at least one day before your scheduled session. The PPT Slides Preview Room will be open on the following dates and times:

Sunday 23rd August 15.00–19.00 h
Monday 24th August 08.00–18.00 h
Tuesday 25th August 08.00–18.00 h
Wednesday 26th August 08.00–18.00 h
Thursday 27th August 08.00–16.00 h

POSTERS

Posters should be mounted in the Exhibition Area (Floor 1) were it will be displayed throughout the whole meeting. The size of the poster should be **portrait DIN A0** and not exceed a width of 85 cm and a height of 119 cm.

Your poster number (1 to 750) will be indicated by large printed figures in the the poster board. Poster materials should be attached to boards with pins provided by the organisers. If you have not posted a copy of your paper on the EAAP website (see below), you are requested to have handouts of your paper available for distribution on site. For more details see the conference web site.

Posters should be mounted at the latest by Monday noon. Detailed information on place assigned to each author will be provided at registration.

A special Poster Session will take place on Tuesday evening, August 25, from 18.00–19.30 h. Authors of posters are expected to stand by their posters this time for discussion with delegates.

PRESENTED PAPERS

An additional paper is recommended for all accepted abstracts. No specific instructions are given for writing the paper, but it should normally not exceed 5-8 pages. You can use your own framework or even provide a copy of your PowerPoint or Poster presentation.

PDF files of presented papers will be available for downloading on the EAAP Website (www.eaap.org). This site will enable delegates to get more detailed information about the paper being presented at the meeting than in the Book of Abstracts.

A password will be required which will be communicated to the registered participants.

CERTIFICATES

A Certificate of Attendance can be prepared in advance to be ready in the Registration Desk at your arrival, if required. Please ask for this certificate by writing in advance to info@eaap2009.com.

Certificates may also be ordered at the Registration Desk during the meeting days but they will be produced according availability.