GENERAL INFORMATION
CAMPUS AND BUILDING MAPS

GENERAL INFORMATION

Conference Venue and building

The 10th RMER Conference is taking place at the Iscte - Instituto Universitário de Lisboa.

One building is being used for the conference: Iscte Building 2

Parallel sessions will take place on floors 1, 2, and 3.

The only exception: Champions meeting on the 25th will take place in Building 3, 4th floor

CONFERENCE REGISTRATION

The Registration Desk will be located at the entrance of Auditorium B203, on the 2nd floor of Building 2. All participants have to wear their name badge.

The opening hours of the registration desk are:

26th September 2023 - 08:00 - 18:00

27th September 2023 - 08:30 - 16:00

28th September 2023 - 08:30 - 12:00

INFORMATION FOR CONFERENCE PRESENTERS AND SESSION CHAIRS

SESSION OVERVIEW

Please find the conference program on the conference website. Refer to the conference program for the room and time of your presentation. The conference program may still be updated, so we kindly ask you to check your session time and place before your presentation.

We ask you to come to the room at least 10 minutes before your session starts to meet the Chair and set up your presentation (please bring slides with you). Rooms are equipped with everything you should need (PC, overhead projector, whiteboard and whiteboard pen).

REGULAR PAPER SESSIONS

In these sessions, three or four papers (extended abstracts, short papers, full papers) are presented. Sessions will last 90 minutes. Authors will have about 10 to 15 minutes to present their work. After the presentation, a discussion of about 5 to 10 minutes will follow to provide comments and feedback. The remaining time is reserved for discussion, questions and comments. All attendees are invited to participate in the debate.

INFORMATION FOR CHAIRPERSONS

Please arrive at least 10 minutes before your session is due to start in the room and meet the presenters.

The following general responsibilities apply to chairpersons:

- Moderation of the session, briefly introducing each author and their contributions.
- Ensuring that the session starts and ends on time and enforcing time limits.
- Ensuring that Q&A part runs smoothly.

WI-FI INFORMATION

Each participant may enter with their host university's EDUROAM login and password.

If you don't have an EDUROAM username and password, please use the following details to connect to Wi-Fi.

Network Name : guest_eventos@iscte-iul.pt

Password : GYU12345!

CERTIFICATE OF ATTENDANCE

Certificates of attendance will be sent to your email after the conference.

COFFEE BREAKS AND LUNCHES

All coffee breaks and lunches will be served at the "Sala de Exposições" on floor 1 of Building 2.

Coffee Breaks

Tuesday, 26th September 2023

10:30 - 11:00

17:15 - 17:30

Wednesday, 27th September 2023

10:30 - 11:00

15:30 - 15:45

Thursday, 28th September 2023

10:30 - 11:00

Lunches

Tuesday, 26th September 2023

12:30 - 14:00

Wednesday, 27th September 2023

12:30 - 14:00

Thursday, 28th September 2023

13:30 - 14:30

PROJECT SHOWCASE CAFÉ

These are informal meetings with various formats. Just join us at "Sala de Exposições" where we will have our meals and have reserved a special spot for this.

CONFERENCE DINNER

Wednesday, September 27th, 2023 evening
From 7:00pm-10:30pm

Hotel Mundial
Praça Martim Moniz 2
1100-341 - LISBOA
(Martim Moniz metro station)

- The conference dinner is not automatically included in the registration, and we will not be able to add participants at short notice.
- If you have opted for the conference dinner, you will get tickets at the registration desk together with your name badge. Please make sure not to lose these tickets!
- Please note that you participate at your own risk and responsibility. No legal claims can be made.
- Dress code: Smart Casual. Make sure to bring a jacket, because the evening may be windy on the rooftop.
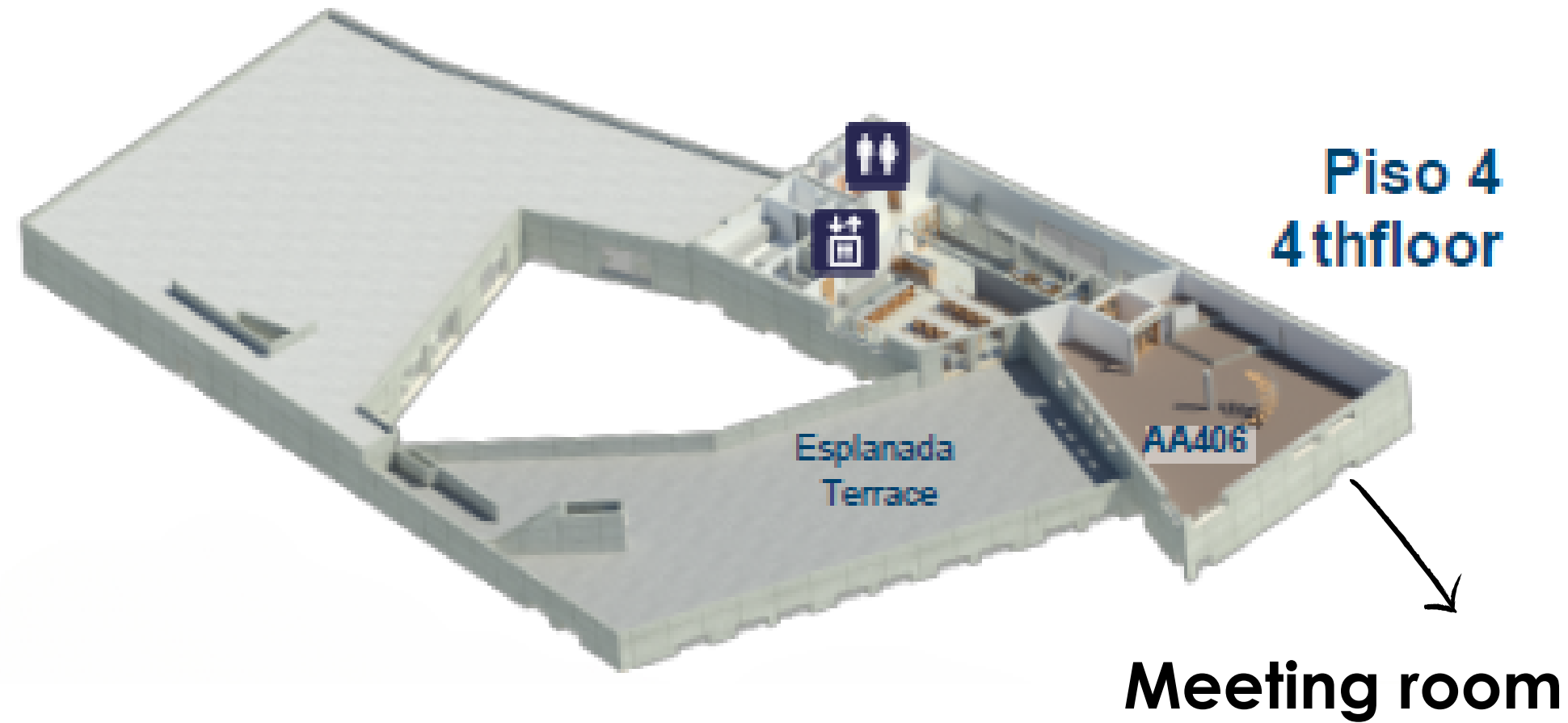
Main Entrance Building 3

(accessible from Av. das Forças Armadas)

CAMPUS MAP

Building 3

The Champions meeting on the 25th is on the 4th floor.
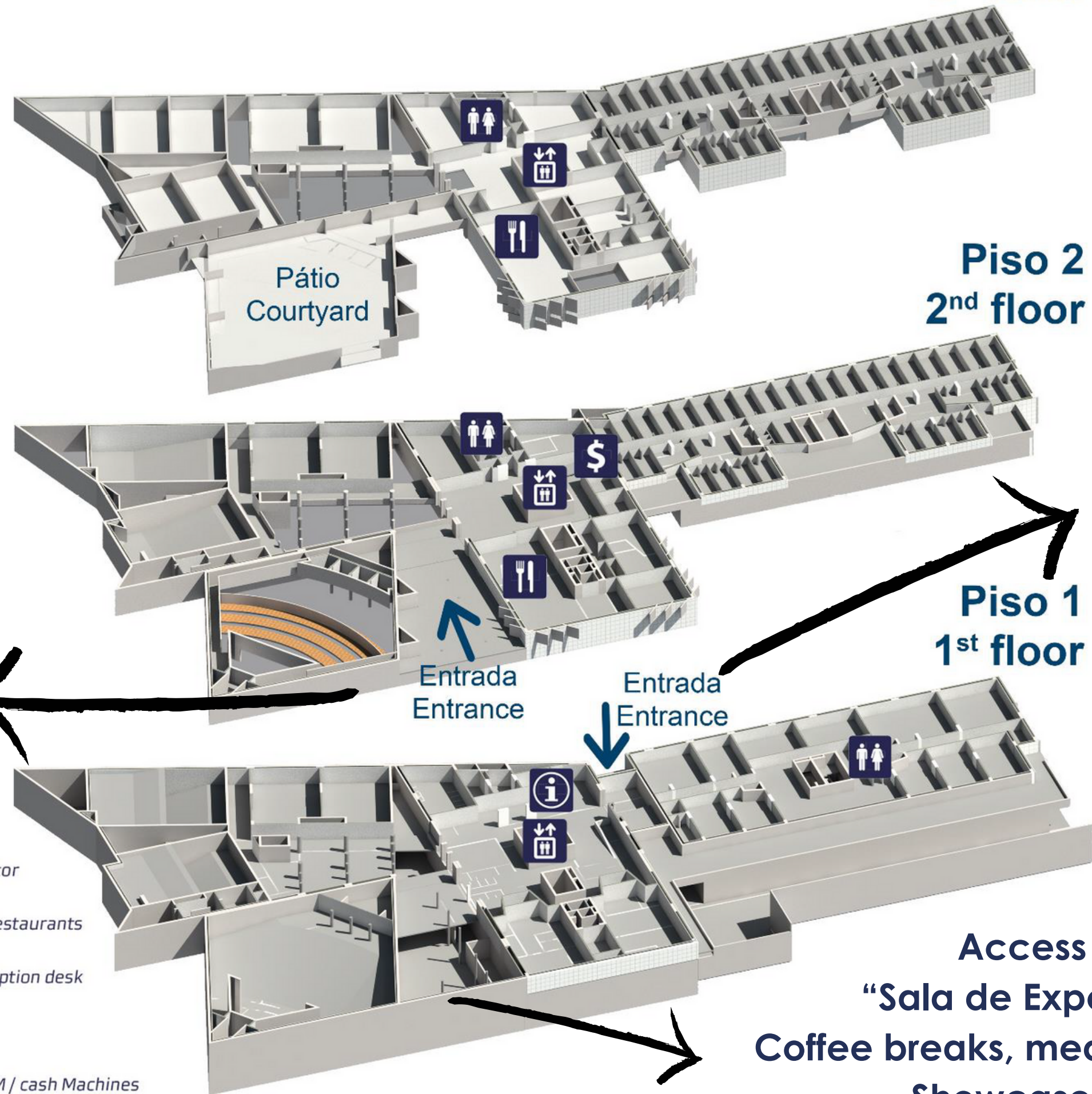
You can use the ramp or the elevator from the 1st floor

Piso 4
4thfloor

Esplanada
Terrace

AA406

Meeting room

Auditório
Silva Leal

Auditório
Afonso de Barros

AA130

Piso 1
1stfloor

Edifício/ Building 3

Elevador Elevator

Restaurante Restaurants

Recepção Reception desk

WC

Entrada
Entrance

Entrance Building 2
(through 2nd Floor)
*(accessible from
Av. das Forças Armadas)*

CAMPUS MAP

Building 2

Piso 3
3rd floor

Piso 2
2nd floor

Pátio
Courtyard

Entrance Building 2
(through 2nd Floor)
(accessible from Av. das Forças Armadas)

Main Entrance
Building 2
(through 1st Floor)
(accessible from Av. Professor Aníbal de Bettencourt)

Piso 1
1st floor

Entrada
Entrance

Entrada
Entrance

Edifício 2
Building 2

Elevador *Elevator*

Restaurante *Restaurants*

Recepção *Reception desk*

WC

Multibanco ATM / *cash Machines*

Access to "Sala de Exposições"
Coffee breaks, meals and Project Showcase Cafe

INSTRUÇÕES GERAIS SEGURANÇA
GENERAL SAFETY INSTRUCTIONS

Instruções
Instructions

Mantenha a calma
Stay calm

Acione o botão de alarme ou ligue para o Número Emergência Interno
Operate nearest fire alarm or use the emergency phone

Combata o fogo com o extintor sem correr perigo
Fight the fire, if safe and trained to do so

Dirija-se à saída mais próxima seguindo a sinalização e as instruções dos elementos das equipas de segurança
Leave the building by the nearest available exit following the escape route signs and the instructions of the security staff

Nunca utilize os elevadores, apenas as escadas
Do not use lifts, use the stairs

Nunca volte atrás sem autorização
Do not re-enter until told it is safe to do so

Dirija-se para o Ponto Encontro e aguarde instruções
Report to the assembly point and wait for instructions

Contatos de Emergência
Emergency Contacts

Número Interno
Internal number

217 930 101
29 50 50 (EXT)

Número Europeu
European number

112

① **Edifício Sedas Nunes**
Building Sedas Nunes

② **Edifício II**
Building II

③ **Ala Autónoma**
Building Ala Autónoma

④ **INDEG-ISCTE**
Building INDEG-ISCTE

⊠ **Pontos de encontro**
Assembly points

ISCTE ◈ INSTITUTO UNIVERSITÁRIO DE LISBOA

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QUESTIONS AND FURTHER INFORMATION

Please visit the website on a regular basis, as it will be updated frequently. If you have questions, contact rmer2023@iscte-iul.pt.

If you need assistance during the conference, please ask our friendly Staff members or Volunteers of the RMER conference; they are happy to help you with anything you may need.