

Welcome Message to Delegates of The International Conference in Hong Kong

Dear International Conference Delegates,

With the International Conference in Hong Kong beginning just over a week from now, on behalf of the International Conference Planning Committee, I am pleased to send to you information that will be helpful to you as you plan your conference trip:

**(Note, please print this information & directions from
your hotel to PolyU and bring it with you!)**

1) Registration

- Upon your registration at the Registration & Conference Information Table, you will receive a name badge and program book, which includes the schedule (Tuesday – Friday), maps of the Hong Kong Polytechnic University (PolyU) and Hong Kong Community College (HKCC) campuses (where the International Conference will be held), and more.

- Please note that the Registration & Conference Information Table will be open during the following hours at the following locations:
Tuesday, February 2 from 0800-1500: Core N Bldg
Wednesday, February 3 from 0800-1200: Jockey Club Auditorium Foyer
Wednesday, February 3 from 1300-1700: Core N Bldg
Thursday, February 4 from 0830-1100: Studio Theatre
Thursday, February 4 from 1100-1700: Core N Bldg
Friday, February 5 from 0900-0930: HKCC Lecture Theatre
**Please note that the Registration & Conference Information Table location
CHANGES EACH DAY!**

2) Computer / Equipment Information

Wireless internet, printing facilities, and copying facilities are not available to conference delegates on either the PolyU or HKCC Campus. Please complete any internet, printing, or copying functions at home or at your hotel.

3) Presenters Information

- One notebook computer, a projector, and a screen are available in each parallel session room.
- The version of Power Point that is loaded on the notebook computers is MS Office 2003. Please note that programs have been installed to convert Office 2007 files to 2003. If you are using Office 2007, please save your files in “97-2003 compatible mode.”
- Please bring your presentation on a USB to the Presenters’ Table, which is located near the registration and conference information table. A supporting staff member or student assistant will be there to load presentations.
- A supporting staff member or student assistant will be present in each parallel session room to assist with any technical questions or issues.
- If you would like to distribute copies of your paper, please make copies beforehand and bring them.

4) Conference Proceedings

- Please note that there will be a few printed copies of abstracts available at the registration and conference information table, which will assist you in deciding which sessions to attend.
- All abstracts and Refereed Papers will be posted on the WACE website, www.waceinc.org, before the International Conference so that you may also access them before the conference and at your hotel computer facilities while in Hong Kong.

5) Session Chairs

Please pickup your session envelope at the registration and conference information table. Please note the instructions listed on the envelope.

6) Airport Transportation Information

Upon your arrival at the Hong Kong International Airport, you have a number of transportation choices to get yourself to the inner city.

Airport Express

Airport Express offers direct connection between the airport and the inner city. *Free Airport Express Shuttle Bus Service* is available at *Kowloon* and *Hong Kong* stations to take visitors to a range of hotels in Kowloon and on Hong Kong Island. For instance, if you are staying in one of the hotels in the Tsim Sha Tsui area, you may consider to take the *Airport Express* to the *Kowloon* station, then take the free shuttle bus *K3* or *K4* to get yourself to the hotel. (Please refer to http://mtr.com.hk/eng/airport_express/complom_free_bus.html for the *Free Airport Express Shuttle Bus Service*.)

Taxi

Please follow the signature in the airport to get to the taxi stand. Most taxi drivers in Hong Kong can understand English destination names.

- Please note that if you are staying at the Intercontinental Grand Stanford that you must say “Grand Stanford” to your taxi driver, as there are a few different Intercontinental hotels in Hong Kong.

Airport Buses

Airport Buses can take you to different districts in Hong Kong, however, depending on where you are staying, it may take you more time to get yourself to the hotel because the buses may not be stopping at your hotel nearby areas. You may then have to take a taxi after you get off the bus.

An airport transportation guide, provided by the Hong Kong International Airport, is enclosed to provide you with more details.

7) Directions from your hotel to PolyU

All the hotels that offer special WACE conference rates are enclosed in the map below. Please locate yourself in the map and you will be able to find your way to the PolyU campus with ease.

Hyperlink to Google Map:

<http://maps.google.com/maps/ms?hl=en&ptab=2&ie=UTF8&oe=UTF8&msa=0&msid=115938360021023551552.0004690d8626086f4627f>

Please note: 1) You can reverse the directions from your hotel to PolyU; 2) You can choose walking or driving directions; 3) If the directions appear in Chinese, click on the Chinese directions and the English version will appear.

8) Governors: Once you are on campus on Tuesday, please go to “Core M Building” for the 9am Board of Governors Meeting. The meeting will take place in the Council Chambers Room.

9) Pre-Conference Workshop Registrants: Once you are on campus on Tuesday, please go to “Core N Building.” Please allow yourself ample time to first stop by the Registration & Conference Information table to pick up your conference registration materials and also to let the table attendant know that you are there and have pre-paid for the pre-conference workshop(s).

10) Weather / Temperature

The normal temperature for Hong Kong in February is 59°F to 68°F / 15°C to 20°C. The classroom temperatures are air-conditioned (around 72°F to 77°F 22°C to 25°C). Before your departure, please feel free to check the weather forecast with the Hong Kong Observatory at <http://www.hko.gov.hk/wxinfo/currwx/fnd.htm>. Please dress accordingly.

For the most up-to-date International Conference Schedule, please see:
<http://www.waceinc.org/hongkong/programme.htm>

Should you have any questions before the International Conference, please do not hesitate to let me know. I am available until Friday, January 29. Otherwise, I look forward to seeing each of you in Hong Kong!

If you need any assistance after you have arrived Hong Kong, please feel free to contact our counterparts at PolyU:

Ms. Edna Choi 3400-2768
Ms. Nicole Koo 3400-2941

Edna and Nicole are from the Management and Executive Development Centre (MEDC), The Hong Kong Polytechnic University. If you ever get lost on the PolyU campus, please feel free to go to QR702 in Core R, someone at MEDC will be able to help you!

Regards,
Michelle