

## LP2013 Symposium

12-15 May 2013

Florence, Italy

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Dear Madame/Sir,

Please note the following information and keep this message as reminder:

### PRESENTATIONS

We suggest you to check the technical program online and updates of the next days

<http://www.aidic.it/lp2013/program.htm>

Please also read carefully the Lecture and Poster presentation guidelines.

<http://www.aidic.it/lp2013/lectures.htm>

<http://www.aidic.it/lp2013/poster.htm>

For **LECTURE**, the presentation will be only with PC projectors.

According to the letter of acceptance you received:

**FULL ORAL** must not exceed **30 minutes**, including discussion

**SHORT ORAL** must not exceed **15 minutes**, including discussion

This time includes the introduction of the speaker by the chairperson, the presentation and the discussion.

A PC (Windows 7, Office 2007 and below) will be available in each session room, where Authors may upload their ppt files the day before the presentation or at the latest during the previous break.

Uploading is self service, but assisted in case of problems.

In order to avoid delays each ppt file must be properly uploaded before the session starts.

Authors are also invited to reach the room session 15 minutes before the beginning and to introduce themselves to the Chairperson, bringing a brief cv.

**POSTER** size should not exceed: width 80 cm and height 120 cm .

Posters will be mounted on and removed from the supporting panels by the authors.

Please check the poster number on the index of the guide you will receive onsite and then on the board.

Posters will be on from Monday to Wednesday at noon, according to the Symposium program.

One specific Poster Presentation Sessions and discussion is scheduled on Monday, May 13 .

During this, authors are requested to be in attendance at their poster board to facilitate interaction and exchange.

**Best Poster Award** - see announcement

[http://www.aidic.it/lp2013/LPP\\_Poster%20Award%20Flyer.pdf](http://www.aidic.it/lp2013/LPP_Poster%20Award%20Flyer.pdf)

### LOCATION

All scientific activities take place at Villa Vittoria where the conference desk, the conference rooms, the poster hall, the exhibit, lunches and coffee breaks are located.

For information on how to reach the Venue, see <http://www.aidic.it/lp2013/venue.htm>

### ONSITE REGISTRATION/ACCREDITATION

The registration of the delegates will start on Sunday afternoon, May 12 from **16:00 to 18:00**.

The registration desk will be also open on Monday, May 13 and in the remaining days in the morning.

All the delegates are invited to register and collect the conference package at the conference desk situated on Passi Perduti, underground floor.

**IF YOU ARE VALID REGISTERED** ( i.e. you have received the invoice as formal confirmation of your registration by AIDIC Servizi) please queue at the "PRE-REGISTERED" delegates lanes (please follow the alphabetical order)

You will receive the conference materials: personal badge; conference bag, with proceedings and final program; 3 lunch tickets (lunch tickets are behind your personal badge) and 1 dinner ticket (if included into your fee)

**IN ALL OTHER CASES**, i.e. not yet received the invoice; last minutes payments; additional tickets purchase; other questions, ecc. please go to the "NEW REGISTERED" lane.

In order to avoid delays during the registration, it would be much appreciated if you could check your position before leaving for the conference.

When available, please bring with you a copy of the issued payment; otherwise you will be kindly asked to fill in a form that confirms that to the best of your knowledge the registration fee to Lp2013 entitled in your name has already been submitted to AIDIC Servizi.

### **LATE REGISTRATIONS**

If you have not yet registered to the conference, please fill in the online registration form (tick late registrations) and issue the fee payment. This is an essential item for knowing that you will attend the conference, so that we can manage properly your reception.

Please note that for onsite late registrations, i.e. not previously announced, the availability of all items is not guaranteed.

### **CERTIFICATES**

All participants wishing to have a certificate of participation should ask the Secretariat. The certificate will be available from Tuesday, May 14 in the afternoon or emailed on request after the Conference.

The certificate is for the participation only; no certificate of presentation will be issued.

The invoice (as a receipt of your payment) will be delivered by AIDIC Servizi Accountant only by e-mail, after the fee payment.

Invoices cannot be issued or printed onsite.

People who needs the originals have to bring with them the printed invoice and ask for stamp and signature.

### **INTERNET POINT**

Complimentary Wi- Fi connections will be available at Villa Vittoria, while no PC station is provided by the organizers.

Fax and phone are not available at the Conference Desk.

### **WELCOME COCKTAIL**

A complimentary welcome cocktail will be served on Sunday evening, May 12, from 18:00 in the park in front of the Villa Vittoria (or inside the Villa in case of bad weather). All delegates are invited.

### **LUNCHES**

Buffet lunches are served on the underground floor; entrance from 12.30, closure at 14.00

The tickets lunch are included in the registration fee and may be found behind the personal badge.

Additional tickets will be not on sale.

The ticket of the day (they have three different colours) has to be given at the restaurant entrance .

### **CONFERENCE DINNER**

The conference dinner will be served on Tuesday evening, May 14, at :

**Villa Castelletti**, Via di Castelletti, 5 - 50058 Signa (Firenze)

Last bus to Conference dinner leaves the main entrance of the Firenze Fiera (Piazza Adua, 1) at 19:15.

The trip takes about 50 minutes.

Return to Firenze Fiera is foreseen at about 24:00.

The ticket to the dinner is included in the full registration fee; it has to be shown to the organizers before getting on the bus.

People who wish to buy additional tickets (100 EURO each) are requested to book them during the registration and in any case no later than Monday, May 13, in the morning.

People who will not use the complimentary ticket received with the full registration, are requested to inform the Organizers on time.

Conference dinner ticket may not be refunded. Formal dress is not required.

For special dietary requirements, if not yet done, please inform the Secretariat AT THE LATEST by April 30.

#### **ACCOMMODATION**

If you have not yet booked your hotel, we suggest you to not wait the last minute due to the limited rooms available in Florence in May.

If you need help, a number of hotels have been selected and alerted in collaboration with Florence Convention Bureau for this purpose.

<http://www.aidic.it/lp2013/accommodation.htm>

#### **SOCIAL PROGRAM**

Discover Florence with the guided tours promoted and organized by Florence Convention Bureau

<http://www.aidic.it/lp2013/socialprogramme.htm>

Also take all advantages by signing for free the Florence Congress Card dedicated to LP2013 participants

<http://www.conventionbureau.it/tmpcardpage/en/congress--br---card.shtml>

#### **FURTHER ASSISTANCE**

If you have any other question, doubt or communication, please contact on time:

Conference Secretariat – Raffaella Damerio

[lp2013@aidic.it](mailto:lp2013@aidic.it)

We do appreciate your cooperation for a smooth and successful Conference.

Thank you in advance and see you soon in Florence.

Best regards

Lp2013 Secretariat