

Enzyme Engineering XX

September 20-24, 2009

**Sunday – The Academy Building at the University; Monday – Thursday – Martiniplaza Conference Center
Groningen, The Netherlands**

To: Participants in the **Enzyme Engineering XX** Conference
From: Barbara Hickernell, CAE, ECI Director

We're looking forward to your participation in this conference. You've already received a number of emails detailing conference information and much of this information is on the conference web site (www.engconfintl.org/9ae.html). However, please read this note as there are items in it which may be helpful to you before your arrival at the conference.

TRANSPORTATION: There are two trains per hour from Schiphol Airport to Groningen. **There is detailed information on the website (www.engconfintl.org/9aepracticalinformation.pdf) that we strongly suggest you print out and bring with you as it will be useful both in reaching Groningen and while in Groningen.**

HOTEL INFORMATION: As everyone has made their own reservations through the Groningen Tourism Bureau, you should remember to bring your confirmation and travel instructions to your hotel. The information referred to in the transportation information also contains a map that shows you where the hotels are. Please come to the Academy Building at the University on Sunday at 3:00 pm for conference check-in. The opening talks are at 5:00 pm.

SUNDAY CONFERENCE CHECK-IN AND SESSIONS: The conference check-in will begin on Sunday afternoon at 3 pm. Following the opening talks (beginning at 5 pm), there will be a reception. Your conference bag will contain a list of recommended restaurants for dinner on Sunday evening as it is "on your own".

MONDAY: Breakfast is at your hotel. The technical program at Martiniplaza Conference Center begins at 8:45 am in Springerzaal. Please allow sufficient time to reach the venue from your hotel. Refer to the map in the information you printed out.

WEATHER: You can check www.weather.com to get the latest information for Groningen. The current forecast calls for a sunny Sunday with the high in the low 70s F. We always suggest that you bring a sweater for the conference room if not for the cool of the evening. An umbrella will be insurance against rain.

SPEAKER INFORMATION: All speakers will be making a Power Point presentation. The session room is equipped with a laptop PC and computer projector. A laser pointer and cordless microphone will be provided. Files can be transferred to the laptop from a memory stick. Please be certain that your presentation is loaded onto the computer no later than the break before the session in which you are scheduled to speak so that there is a smooth transition between speakers. There will be student assistants to load your presentation. Allow at least five minutes of your allotted time for questions/discussion.

Please provide your session chair with a *brief* biography for your introduction. You might wish to email it now.

It is essential to the conference schedule that you keep to your given time – and be certain that you allow enough time for questions/discussion. Keeping in the tradition of these conferences, please be available during the conference for discussion and questions. Meals and social hours are perfect for discussions and questions.

POSTER PRESENTER INFORMATION: All poster presenters should mount their posters by Monday afternoon in the foyer of Springerzaal. Tape will be provided. Posters will be available for viewing all week; however, the conference chairs will announce the times that presenters should be by their posters for discussion/questions. The poster boards are 1 meter (wide) x 2.25 meters (high). You should mount your poster on Monday morning after 8:10 or during the coffee break. Odd numbered posters will be presented Monday and even numbered posters will be presented Wednesday. Four poster presenters will be selected and invited to make short (10 minute) oral presentations on Thursday.

FINAL PROGRAM: The final program can be found at www.engconfintl.org/9ae.html.

E-MAIL: There is free internet access available at Martiniplaza. The log in is Martiniplaza and the password is Martiniplaza.

MISCELLANEOUS: The following are a few housekeeping items which you need to be aware of:

- If you have special **dietary needs** (e.g., vegetarian, allergies, etc.) and did not communicate them during your registration, please make sure we are made aware of them during conference check-in so that Antoinette can give the Chef this information. Vegetarians will be given a card to identify themselves to the waitstaff.
- An evaluation form/questionnaire will be distributed on Wednesday. Please complete and return it, as your comments will be very useful to the planners of the next conference in the series.
- If you require **photocopying**, please make your arrangements either at the hotel desk or at Martiniplaza. You are responsible for the cost.
- We encourage you to utilize your cell phone, telephone calling cards, or VOIP such as Skype when you make long distance telephone calls as calls directly from any hotels are expensive.

CONFERENCE DINNER: Buses will leave Martiniplaza on **Thursday** at 6:45 pm from the main entrance of Martiniplaza for Kasteel Nienoord and return to the hotels at 11 pm.

Note: If you have not yet paid your conference fee, please fax the payment form with your credit card number to **Kathy Chan** at 1-212-514-6030 or send her an email at Kathy@engconfintl.org

The ECI representatives on site will be **Jeff Moore**, the technical liaison representing the ECI Conferences Committee, and **Antoinette Chartier**, who will be the site manager.

We thank the conference chair, **Dick Janssen, and his co-chairs, Oliver May and Andy Bommarius**, for putting together this superb program and look forward to a memorable conference with a great deal of interaction among participants.

We wish you a safe journey and an intellectually stimulating week.