

Biochemical Engineering XVI Past, Present, and Future of Biochemical Engineering

**July 5-9, 2009
Sheraton Hotel and Conference Center
Burlington, Vermont**

To: Participants in the **Biochemical Engineering XVI** 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 both conference and leisure information and much of this information is on the conference web site (www.engconfintl.org/9am.html); however, please read this note as there are items in it which may be helpful to you before your arrival at the conference.

HOTEL INFORMATION: Sheraton Burlington Hotel, 870 Williston Road, Burlington, VT 05403. Phone: +1-802-865-6600. (www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=606)

TRANSPORTATION: Once you have retrieved your luggage, go to the hotel phone bank (located just behind the Vermont information desk) and call the hotel and ask for the shuttle to pick you up. The shuttle should arrive within ten minutes. If the shuttle cannot handle all participants who came on a particular flight, the shuttle will return shortly. It's only about 5 minutes to the hotel.

If you are driving from I-89 north, take exit 14W to merge onto US-2/Williston Road toward Burlington. The hotel is on the right.

SUNDAY ARRIVAL AT THE HOTEL: Hotel check in is at 3 pm; however, the hotel will check people in as rooms become available. ECI conference check is from 10 am to 5:30 pm near the Emerald Ballroom.

The conference will begin on Sunday afternoon with the first technical session beginning at 1 pm in the Emerald Ballroom.

Sunday reception and dinner will be on The Spirit of Ethan Allen. At 5:30 pm shuttle buses will bring you to the Burlington waterfront.

Bring a sweater and a camera but don't be late as the boat will leave the pier promptly!

MONDAY: Breakfast on Monday is from 6:30 am to 8:00 am and the technical session begins at 8:00 am.

WEATHER: You can check www.weather.com to get the latest information for Burlington. 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: We assume that 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 the day before your presentation so that there is a smooth transition between speakers. There will be student assistants.

Please provide your session chair with a *brief* biography for your introduction.

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 hang their posters by Monday afternoon in the Lake Champlain Exhibition Hall. Tacks 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 4 ft by 8 ft.

FINAL PROGRAM: This can be found at www.engconfintl.org/9am.html.

E – MAIL: There is internet access available on site.

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.), please make sure we are made aware of them during registration so that we can give the Chef this information. Vegetarians will be given a card to identify themselves to the waitstaff.
- An evaluation form 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.
- There is an indoor pool.
- If you require **photocopying**, please make your arrangements at the hotel desk - the cost will be billed to your room incidentals. Major photocopying can be done at Staples (across the road).
- We encourage you to utilize your cell phone or **telephone calling cards** when you make long distance telephone calls as calls directly from any hotels are expensive.
- If you are arriving early, the 4th of July weekend fireworks display is on Friday night at the waterfront.
- If you are interested in the optional trips to either Shelburne Farms or Shelburne Museum, please contact either Gene Schaefer (gene@biochemeng.com) or Tressa Gaffaney (tressa@engconfintl.org) if you haven't done so already.
- Gene has a few tickets left for the Vermont Lake Monsters baseball game on July 4 at 4 pm. Please contact him directly.

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

The ECI representatives on site will be **Allen Laskin**, the technical liaison from the ECI Conferences Committee, and both **Tressa Gaffaney** and **Barbara Hickernell**.

We thank the conference chairs, **Gene Schaefer and Anne Robinson** 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 look forward to seeing you at the conference. (If you have transportation difficulties and will be arriving late, please call me at 1-914-484-7349 or Tressa at 1-702-215-1628.)