

To: Participants – **Enhanced, Compact and Ultra-Compact Heat Exchangers VII: Science, Engineering and Technology**
<http://www.engconfintl.org/9AV.html>

Please read this information as it may help answer questions you may have. The conference web site listed above also contains information (both program and tourist) that you may wish to review before you leave for the conference.

Conference program

The final program can be downloaded at www.engconfintl.org/9av.html

The conference will begin on Sunday, September 13th at the La Condesa Hotel in Heredia, Costa Rica. Check-in for registrants will begin at 5:00 pm at the foyer of the Emperador Conference Room. We have been told that the room keys will be given out at 4:00 pm, but will make attempts to have them given as rooms become available, so please drop by when you arrive. Dinner is scheduled for 7:30 pm in Patio Los Condes Restaurant and following dinner there will be a welcome reception at the Emperador Conference Room.

Conference Hotel Information

La Condesa Hotel, Heredia, Costa Rica. Guest Telephone: +506-2267-6000 - Guest Fax: +506-2267-6200.

By registering for the conference, your hotel room for the nights of Sunday, Monday, Tuesday, Wednesday, and Thursday (September 13, 14, 15, 16, 17) is included in the registration fee. The conference concludes with breakfast on Friday, September 18th.

Taxi Transportation to the La Condesa Hotel

Unless you have rented a car, after customs, please go to the taxi area. (It would be helpful to have the hotel name and address available to give to the driver.) The cost of the taxi should be approximately US\$ 30. The taxis at the airport accept only cash payments, either in dollars or colones.

Travel delays

If your plane is late or you are otherwise delayed, we would appreciate a call to Tammy Zuniga on her cell phone at +506-8389-4057 and also send an email to Kathy at ECI (Kathy@engconfintl.org). (If already in Costa Rica, you need not dial the country code – 506.)

Currency Exchange

US dollars and credit cards are widely accepted in the tourist areas whereas the euro is still restricted to banks. However, you may change money at the airport and withdraw local currency at ATM machines. The current exchange rate is 1 US dollar is equivalent to 583 Costa Rica colones or 1 euro is equivalent to 834 Costa Rica colones. You will need US dollars to pay for any optional excursions – there is no payment by credit card.

Bringing a guest at the last moment?

If you decide to bring a guest at the last moment, you must contact Kathy at ECI (kathy@engconfintl.org), pay for your guest, and give the ECI site staff proof of payment.

Weather

The average high temperature for the week of September 13-18 should be in the high 80s (F) while the average low should be in the low 70s (F) in the Heredia area. (www.weather.com) Expect occasional thunder showers. Bring appropriate clothing as well as sun block and insect repellent. Don't forget your swimsuit!

Internet Access

Wireless Internet access is available at the hotel, with no additional cost.

Costa Rica Dream Travel Hours of Operation

ECI has chosen Costa Rica Dream Travel to provide many services to conference participants. Tammy Zuniga will be the representative who will assist you with signing up for local excursions that will be available during conference free time.

Location of Technical Sessions

The technical sessions will be held in the Emperador Conference Room. The room is air conditioned and so will be much cooler than outside. Be prepared for the temperature difference.

Notes for Speakers

A computer projector is provided. For ease of transition between speakers, we would prefer that you load your presentation on the conference computer that ECI is providing. **All presentations must be loaded prior to the session.**

Be sure that you have provided your session chair with a brief biography for introductions.

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

Bringing Accompanying Guests/Family?

At registration guests will be given a list of accompanying persons. Please inform your guest that although conference participants have an early breakfast before the morning sessions, breakfast is available until about 10:30 AM.

Optional Excursions

The Costa Rica Dream Travel staff will have information on the optional post conference excursions that some participants have signed up for as well as afternoon excursions. Payment needs to be in cash (US dollars) as there have been recent problems servicing credit cards.

The optional excursions (all with a 4 person minimum) are:

Sunday, September 13th, 2009 – **Rainforest Adventure** - \$110 per adult and \$89 per child under 12

Monday, September 14th, 2009 – **Botanical Gardens** - \$54 per adult and \$49 per child under 12

Tuesday, September 15th, 2009 – **Doka Coffee Tour** - \$54 per adult and \$49 per child under 12

Wednesday, September 16th, 2009 – **San Jose City Tour** - \$58 per adult and \$50 per child under 12

Thursday, September 17th, 2009 – **La Paz Waterfall Gardens** - \$99 per adult and \$89 per child under 12

Miscellaneous

* If you have special **dietary needs** (e.g., vegetarian, allergies, etc.), please make sure we are made aware of them during registration. Practically all of the meals are buffet so you will have choices (and the dishes are labeled). Vegetarians will be given a card to identify themselves to the wait staff at the sit-down meals. Please retain this card all week.

* A conference evaluation/questionnaire will be distributed on Wednesday morning. Please complete and return it as your comments will be very useful to ECI, the conference chairs, and the future chairs. We are especially interested in your suggestions for future content.

* Smoking is not allowed at any conference functions and participants are asked to turn their cell phones to *vibrate* or *off* during technical sessions.

* Telephone: As with most hotels currently, telephones are seen as a profit center so make your telephone calls accordingly, or preferably, use your cell phone or purchase a phone card.

* Dress: ECI conferences are casual.

* Please remember any office supplies or other special equipment you may need. The resort is in a remote location and supplies are extremely limited.

ECI Site Staff

Arlene Conway will be the ECI staff representatives on site.

Last minute questions?

Through Friday, contact the ECI office at +1-212-514-6760. ECI staff will be at the Heredia by Saturday afternoon. If you need to contact ECI staff during the weekend, please call Arlene at the hotel (+506-2262 6000)

We all look forward to your participation and thank **Ram Shah** and his co-chairs (**Masaru Ishizuka, Tony Jacobi, Vishwas Wadekar**) for all their hard work and dedication in putting together this conference.

We wish you a safe trip and an intellectually stimulating conference.

Best wishes,

Barbara Hickernell, CAE
Director
Engineering Conferences International