

Dear participant,

we have put together a guide of practical information in order to make your visit to ICALP2014 as easy and pleasant as possible. Please remember that you can always ask the Student volunteers or the registration desk for help.

REGISTRATION

On arrival at ITU, you will find the ICALP registration desk located next to the information desk near the main entrance.

Upon presenting yourself at the registration desk, you will receive your name badge, a bag with conference materials and proceedings (if you have ordered and paid for such).

Student attendees will be asked to show their valid student ID, so please make sure to bring it along.

Please note that any on-site add-ons to your registration and payment are handled through the online registration system using credit cards. Hence, we do not accept payment on site in cash or by cheque.

INTERNET ACCESS

You can get an access code to the wireless internet signal "ITU-guest" at the registration desk. If you have an eduroam account, this will work as well.

NAME TAGS

Please wear your name tag at all times. This is true even if you are famous, and especially if you *think* you are famous. Your belt is not a good place for this.

LUGGAGE

On the day of your arrival or departure, you can bring your luggage to ITU. ITU's information desk will store this for you.

LOCKERS

Lockers are available in the hallway OA37, just left of Auditorium 2. You can get a key for the whole week at ITU's information desk, on a first come, first served basis.

SMOKING

Smoking is prohibited inside ITU. Please use the ashtrays outside the entrance by the car park, next to the canteen.

CURRENCY

Danes use debit cards for almost everything, so most of the time you'll be fine with credit cards. But if you want to, say, use the vending machines at ITU, you need local currency, Danish kroner; Denmark is not part of the Eurozone. There is no cash dispenser at ITU, the nearest is outside the canteen in the neighbouring buildings of Copenhagen University (KUA). Please ask for directions.

CREDIT CARDS

The most common credit card in Copenhagen is Visa, but you should have no problem finding ATMs/cash machines that accept Master Card or American Express as well. Major credit cards are widely accepted for cab fares, public transportation tickets, hotels, stores, cafes and restaurants. Some places might charge a fee when accepting foreign credit cards as payment.

Be sure to have your PIN code when using a credit card in Denmark.

ROOMS

ICALP lectures and workshops are scheduled in auditorium 1, 2, 3, and 4 – for details please see the program online or in the atrium: <http://icalp2014.itu.dk/en/Conference/Program>.

The aquarium-like hanging meeting rooms are available for breakout sessions (2A05, 3A05, 3A07, 4A05, 5A09) on a first come, first served basis.

FOR SPEAKERS

Find your session chair well ahead of time and make yourself known. "Hi! I'm John Doe and will be the second speaker in the morning session on Wednesday." Agree on the technical details of your presentation — do you bring your own laptop? USB-key? Uploaded somewhere? Esoteric presentation software?

There is a data projector attached to a Windows PC in every room. Mac users are expected to bring their own laptop. There are connectors for VGA, Display Port, HDMI and Mini-DVI.

There is a 25 minute time slot for each contributed talk at ICALP, your own presentation should last 20 minutes to allow time for questions and setup.

FOR SESSION CHAIRS

Before the session, the speakers and a student volunteer should have made themselves known to you. Wear your name tag! Session chair and speakers meet in the break before the session. Make sure you know how the individual talks are stored and presented, sometimes it makes sense to move all talks to the same machine; this is up to you and the speakers. If there are changes to your session, please contact the registration desk, so we can update the program.

For technical and other questions, a student volunteer will be present at all times in each room to help.

Notify the presenters about the exact time their talks will begin. It is your job to ensure that the session starts on time, including the socially awkward task of clapping your hands outside the auditorium immediately before the session. Make sure that the speaker starts at the assigned time to allow attendees to change rooms during sessions. Use the countdown signs, polite pressure, personal intimidation, and charm to help the speaker keep within the time slot.

COMPUTER USE

The etiquette about open laptops during talks is very much unclear in the CS community. The ICALP organizers politely ask people to avoid using the session for Minecraft and Facebook, and if so, to do it from the back row so as to annoy the speaker and the rest of the audience as little as possible.

CELL PHONE COURTESY

Please be considerate in your cell phone use. ICALP requests that all cellular phones, pagers, and other equipment with

audible alarms be turned off in all sessions as a courtesy to the presenters and to the other attendees.

VOUCHERS

If you have registered for the canal tour and/or the conference dinner, you will receive a voucher for the event when you get your name tag. Please make sure you bring the voucher to the event. The canal tour voucher is presented when boarding the tour boat. The conference dinner voucher includes any dietary requirements and is placed on the table where it is visible to the waiters.

CANAL TOUR AND FOOTBALL

For both the Canal tour and the football match we will meet in the atrium, by the Scroll Bar. Student volunteers will guide you to the event location. It's a 20 minute walk to the Canal tour dock and the conference dinner venue on Wednesday. For the football match on Thursday, ITU will provide ball, referee whistles and vests, but please bring your own football shoes or other sensible footwear.

BLACK POLOS

Student volunteers wearing a black ICALP2014 polo are helping throughout the week. If you need help or have any kind of question e.g., about local organization, how the currency or public transportation works, where the nearest cash dispenser is, what beers are good, etc., please ask.

TRANSPORTATION

We suggest using the metro to ITU. The closest metro stop is 'DR byen'. For more directions to the ITU please see <http://icalp2014.itu.dk/en/Travel-and-accomodation/Finding-ITU>. We also recommend rejseplanen.dk to plan any local transport.

PARKING

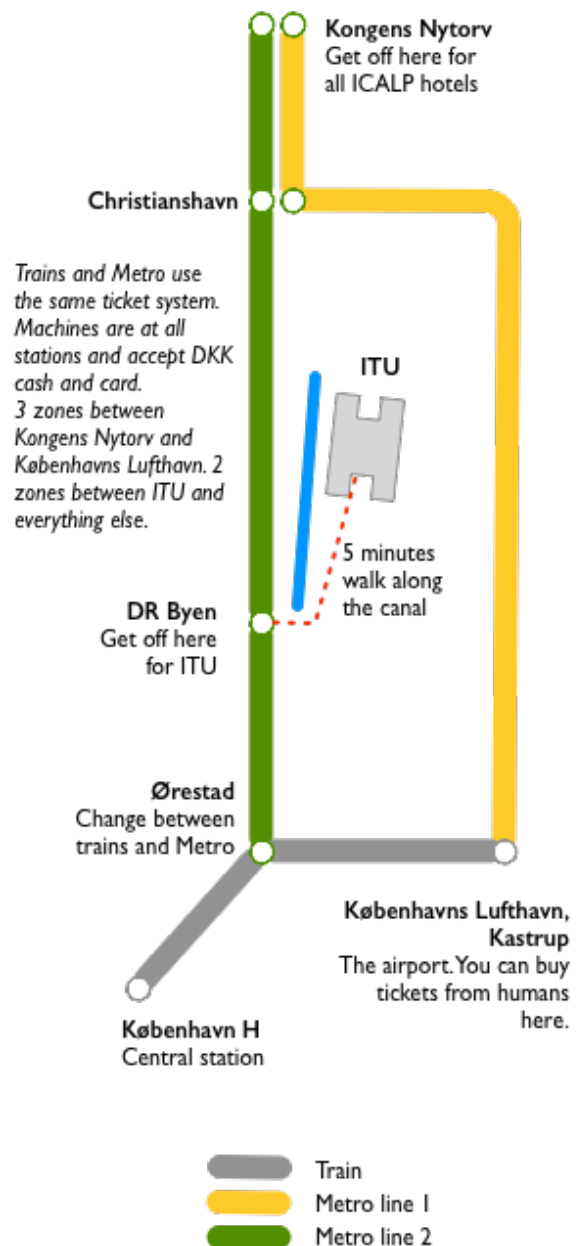
You can park your car at the ITU car park on the side of the building. There is an automatic ticket machine where you can buy parking ticket (DKK Coins, card and mobile-parking is accepted). Parking your car without a ticket and parking outside the parking bays may incur a penalty fee of DKK 650,00. Bicycles can be parked in the basement of the IT University. Parking of bicycles is not allowed around the building.

CLIMATE & WEATHER

July is summer in Denmark. The temperature for a Danish summer is typically between 15 and 25 degrees Celsius. Rain might occur, though. We have included a light weight rain poncho in your conference bag, but you might consider bringing an umbrella. To check out the weather forecast please visit dmi.dk/eng/index/forecasts/forecast_for_copenhagen.htm.

EAT & DRINK & JAZZ

If you need recommendations on both restaurants, bars and general entertainment for your stay, please visit: visitcopenhagen.com/copenhagen-tourist. The Copenhagen Jazz Festival is from the 4-13th of July, please visit the festival website for more information: <http://www.jazz.dk/>



PRACTICAL PHONENUMBERS

- Medical emergency: +45 112
- 24 hour chemist: +45 3314 8266,
Steno Apotek, Vesterbrogade 6C, 1620 CPH V
- Dental emergency: +45 3538 0251
Tandlægevagten, Oslo Plads 14, 2100 CPH Ø
- Police assistance: +45 114
- Operator assisted calls +45 118
- IT-University of Copenhagen: +45 7218 5000
- Taxi: +45 3251 5151