

44th Sir Peter Freyer Memorial Lecture

6th & 7th September 2019



Arts Millennium Building, NUJ Galway

AUDIO VISUAL INSTRUCTIONS FOR PRESENTERS

Presenters are asked to comply with the following regulations in order to facilitate the smooth running of the Meeting;

1. All oral presentations must be powerpoint presentations.
2. It is imperative that presentations by powerpoint are submitted by **e-mail** to freyer.nuigalway@gmail.com by 5 p.m. on **Tuesday, 3rd September 2019**. Please identify your presentation with your name, title of presentation, appropriate session and time of presentation.
3. Presenters are asked to report to the Presentation Preview Room, before their session commences, located on the ground floor, Room AM105, Arts Millennium Building, NUI Galway.
4. Personal laptops cannot be used for presentations.
5. **Changes to presentations cannot be made at the Meeting.**

INSTRUCTIONS FOR POSTER PRESENTATIONS

The posters will be located in Room AM107 & 108, ground floor, Arts Millennium Building.

1. Posters are required to be put up by 10.30 a.m. on Friday, 6th September.
2. The poster boards are size A0 portrait.
The dimensions of your poster should not exceed 900 mm width and 1,200 mm height.
Materials to fix the poster to the poster boards will be available.
3. Poster adjudication will take place on the morning of Friday, 6th September.
Presenters will be required to stand by their poster during the first coffee break at 10.30 a.m.
Posters will not be considered for the poster prize if presenters are not in attendance by their poster.

The Winner of the Research and Poster Prize will be announced on Friday evening at the Sir Peter Freyer Dinner at the Galmont Hotel (formerly the RadissonBlu Hotel).

INSTRUCTIONS FOR REGISTRATION

1. **All Presenters are Required to Register in Advance of the Meeting.**
Please Complete and Return The Registration Form or Register Online before Friday, 16th August.

Registration fee includes entrance to the conference venue, including all sessions and exhibition areas. Complimentary refreshments and conference materials will also be made available as part of the fee, along with a certificate of attendance.

ACCOMMODATION

The Sir Peter Freyer Dinner will take place at the **Galmont Hotel**, Galway on Friday, 6th September at 7.30 p.m.

A limited number of rooms for delegates have been reserved at the Hotel. You are advised to book early to avoid disappointment. Please quote 'Freyer' when booking to avail of the special rate;

- **€146 Bed and Breakfast per Single Occupancy Room per Night.**
- **€156 Bed and Breakfast per Double Occupancy Room per Night.**

Please call the Galmont Hotel at 091-538300 to make a reservation.

PARKING

There is limited parking on campus for guests to the University, Monday to Friday from 08.30 to 17.30 and it is advised to take a taxi to the venue if possible. Permits have been arranged to facilitate access to the Park & Ride Car Park (enter via Corrib Village entrance). Please ensure to park in white line spaces only. Payment is required if you park in blue lined spaces.

Parking permits must be displayed at all times. There are also a number of pay and display parking areas on campus (blue lined spaces). Access is available to all car parks evenings (after 17.30) and Saturday. All illegally parked vehicles, including cars not displaying a permit will be clamped. There is access to car spaces outside the Arts Millennium Building on Saturday.