



48th Sir Peter Freyer Memorial Lecture

1st & 2nd September 2023



Arts Millennium Building, University of 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, 29th August 2023**.
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, University of Galway.
4. "Presenter View" slideshow setting is not available on conference lecture theatres PCs. If you need to use Presenter View please bring your own laptop.
5. **Changes to presentations cannot be made at the Meeting.**

INSTRUCTIONS FOR POSTER PRESENTATIONS

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

1. Posters are required to be put up by 10.30 a.m. on Friday, 1st 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, 1st 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.

INSTRUCTIONS FOR REGISTRATION

1. **All Presenters are required to register in advance of the Meeting.**
Please Register Online at www.freyer.ie before Friday, 18th 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, 1st 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;

- **€200 Bed and Breakfast per Single Occupancy Room per Night.**
- **€210 Bed and Breakfast per Double Occupancy Room per Night.**

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

PARKING

Free Parking:

Between the hours of **09:00am – 17:30pm Monday to Friday**, parking in white lined spaces in staff and student car parks is allowed **once registered for a permit only**. Permits will be available for delegates to book from 7 days in advance of the conference. The following information should be issued to delegates to book a permit no earlier than 7 days prior to the event. **All illegally parked vehicles, including cars not registered for a conference permit will be clamped.**

Visit the following page - <https://nuig.apcoa.ie/applicant#>

Select "Create Account" on the top right of the page

Select either "Personal" or "Business" account

Complete your personal/company details and enter your car registration and details

Accept Terms & conditions and an account will then be created

Select "Apply for Permit" and choose the event you wish to apply for the permit for. **N.B. Do not select the "visitor permit" option, select the permit that applies to the event you are attending.**

Accept Terms & Conditions and complete booking.

There are no parking restrictions on campus on Saturday.

Paid Parking:

- Blue lined spaces only on campus (Monday to Friday only) which are **pay and display**.
- Cathedral Car Park is approximately 5-10 minutes' walk to conference venue, charges apply and cost is approximately €6.50 per day.