Dear CL2013 participant,

With only a week to go until the pre-conference workshop day, here is some information that you may find useful prior to your trip to Lancaster.

Contents:
  * Final programme released
  * Travel problems affecting the conference
  * Arriving for the conference
  * Checking in to on-campus accommodation
  * Meals
  * Conference "fringe"
  * Notes for participants presenting papers
  * Notes for participants presenting posters

Final programme released
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A final version of the conference programme has been compiled and is now online:

http://ucrel.lancs.ac.uk/cl2013/doc/CL2013-main-programme.pdf

Please note that the content and times of some sessions HAVE changed since previous version. So if you are presenting a paper, please re-check the programme, either online or in the printed copy you will be given upon arrival, to make sure that you know when you are due to speak!

This version includes room allocations for all sessions, as well as names of chairs. We would like to take this opportunity to thank for their contribution the members of the CL2013 Programme Committee and the other scholars who have generously agreed to take on the role of session chair.

We will NOT now change the programme again except in the case of circumstances beyond our control; if any such changes are made, they will be announced at the conference itself.

Travel problems affecting the conference
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We posted an important notice on the website a few days ago about disruptions to train and bus services that might affect you on your way to Lancaster or during your stay.

If you have not yet seen it, the full notice can be found here:

http://ucrel.lancs.ac.uk/cl2013/venue.php

(scroll down the page to view the update).

The two main issues are as follows:

(1) if you are planning to travel by train to Lancaster *on any date before Monday 22nd*, note that the West Coast mainline will be closed around Wigan station up to and including Sunday 21st July 2013. Trains from the South to Lancaster are likely to be affected. On that route, you will very likely need to take a replacement bus service OR go via an alternative route. Either of these alternatives will result in a longer journey time - so please double-check your travel plans!

(2) during the conference, the University's main bus stop will be closed for repair work. This is actually good news for CL2013, since the temporary bus stop (outside the Chaplaincy Centre: building 24 on the map here: http://www.lancs.ac.uk/media/lancaster-university/content-assets/documents/maps/campus.pdf) is closer to the buildings we are using for the conference.

For general information on travelling to the Lancaster University campus, see here:

http://www.lancs.ac.uk/contact-and-getting-here/maps-and-travel/

Arriving for the conference
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When you arrive for CL2013 you should go first of all to the conference registration desk. This will be located in the foyer of the Faraday Building - that is number 27A on the campus map:

http://www.lancs.ac.uk/media/lancaster-university/content-assets/documents/maps/campus.pdf

Nearly all sessions will be held in the Faraday Building as well.

Note that the Faraday foyer is best reached via the WEST entrance to the building (i.e. on the bottom side of the building as shown on that map), i.e. the one that opens off the central campus path (known as "the Spine").

On registering, you can collect your conference bag, which includes: (i) a plan showing the location of the rooms that we are using for workshops, parallel sessions, and plenary sessions; (ii) a printed copy of the programme; (iii) instructions on connecting to the campus wireless network; (iv) the CL2013 abstract book.

The registration desk is also the central point that you can approach if you have any questions or problems during the conference. It will be open from 8.30 a.m. to approx. 4 p.m. on Monday 22nd and from 9 a.m. to approx. 4 p.m. on the days of the main conference.

If you are staying on-campus you should also check-in to your accommodation: see the next heading!

Checking in to on-campus accommodation
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On Monday morning between 8.30 and 10.30 a.m., you will be able to check into accommodation and collect your keys at the same time as registering for the conference - in the Faraday foyer, see above.

At other times, the location for check-in is the reception desk of the Bailrigg Conference Centre (25 on the campus map). The reception desk is adjacent to the WEST entrance of that building.

The reception is open from 8 a.m. to 11 p.m. If you arrive outside these hours, then you should report to the security lodge (building 34 on the campus map); Security hold all uncollected guest keys overnight, and their lodge is open 24 hours.

Sunday arrivals: note that your keys will be available from 2.00p.m. onwards.

Your room will be in one of the student residence buildings, either in County College (buildings around the north end of campus: very close to Faraday) or in the south-west campus area, which is approximately 10-15 minutes on foot from the Faraday Building. When you check in, the reception staff can direct you to the residence building where your room is located.

Meals
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As you know, your conference fee includes the cost of the programmed conference meals (which will be served in the County College Dining Room and Lecture Theatre, about two minutes' walk from the main conference location). An important note: We have now booked all catering for CL2013, and we have based the bookings on the conference registration database, so lunch and dinner will be booked for you only on those days for which you are actually registered as attending the conference; the catering numbers are fixed and cannot be amended.

If you find yourself hungry between official mealtimes, various food outlets can be found around campus. Many of these are in the vicinity of the central square (between nos. 30 and 31 on the campus map). As it is the summer vacation, their opening times may be limited. There is also a supermarket on campus (Spar, no. 39 on the map).

Conference "fringe"
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We are eager for CL2013 participants to take advantage of the conference beyond the official programme and we actively encourage any extended discussions, impromptu software demonstrations, meetings of any kind, and other activities of this sort that may take place around the edges of our main schedule.

With this in mind, we have booked out all the seminar rooms on the ground floor of the Faraday Building for use by this kind of "fringe" session. These rooms are not in use at any time for the official programme - so feel free to go in and use them (including their IT/AV equipment) at any time. No need to ask our permission or even to inform us - just go ahead!

Notes for participants presenting papers
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All our presentation rooms are equipped with computers with data projectors. If you have presentation slides, you are advised to bring the file to your scheduled session on a USB flash drive. It *is* possible to connect your own laptop to the projector but this is typically more time-consuming, so we request you not to do this unless you have particular requirements that necessitate use of your own equipment!

The computers in our presentation spaces are Windows PCs with Microsoft PowerPoint (version: 2007 or 2010). They can therefore handle presentations in either PPT or PPTX format. Presentations in PDF are also fine; if your talk involves use of the web, please note that the Internet Explorer and Firefox browsers are installed.

For those who have used OpenOffice / LibreOffice to create presentations:
MS PowerPoint can open ODP files but it is not guaranteed that they will
render precisely as designed. In this case, we recommend that you *also*
bring a PDF file as a fall-back, or use your own laptop.

On a related issue: please note that the conference is not able to offer
any printing or photocopying facilities to presenters (including those
involved in the pre-conference workshops).

Notes for participants presenting posters
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As you are already aware, the maximum size for posters are as follows:

* A1 for a poster with LANDSCAPE orientation
* A0 for a poster with PROTRAIT orientation

The poster boards we are using cannot accommodate any greater than A1
width, so it is important you do not exceed these limits.

(For international participants: a conversion table for the A-series paper
sizes can be found here: http://www.cl.cam.ac.uk/~mgk25/iso-paper.html)

The poster display will be in rooms 1 and 2 of the Bailrigg Conference
Centre, which is also where all tea/coffee breaks will be served.

You can mount your poster at your convenience; earliest possible times are
as follows:

* Posters for the Workshop on Arabic Corpus Linguistics: from approx. 8.30
on Monday morning.
* Posters for the main conference: first thing Tuesday morning onwards.
* Posters for the CASS launch event (in the LICA building not Conference
Centre): from approx. 6 p.m. on Tuesday, ready for the 7 p.m. event start.

Sticky Velcro for attaching your poster to the poster boards will be
available. If you have any problems, ask one of the team at the conference
desk.

And that is all! We look forward to welcoming you all to Lancaster.

best regards,

The CL2013 Organising Committee.
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http://ucrel.lancs.ac.uk/cl2013