

Know Before You Go – Important Information for

Biochemical and Molecular Engineering XXII: The Dawn of a New Era Conference

June 21, 2022

To: Participants in the Biochemical and Molecular Engineering XXII Conference
From: Barbara K. Hickernell, ECI Executive Director

On behalf of Engineering Conferences International and the conference chairs, **Michael Jewett, Kristala Prather, Michael Köpke, and Diane Hatton**, we are looking forward to your participation in this conference. **Tressa D'Ottavio** and **Kevin Korpics** will be the ECI on-site staff and their office is room 435, near the Grand Coral Ballroom. This note conveys several items that need to be brought to your attention.

HOTEL INFORMATION:

Grand Fiesta Americana Coral Beach Cancun, Blvd. Kukulcan km. 9.5, Hotel Zone, 77500, Cancun, Quintana Roo, Mexico

Phone: +52(443)310 81 37

Website: <https://www.grandfiestamericana.com/hoteles-y-resorts/grand-fiesta-americana-coral-beach-cancun-all-inclusive-spa-resort>

Please pay special attention to the highlighted information below regarding our approach to precautions for your safety during the Covid-19 pandemic.

For those arriving from outside Mexico, we suggest that you visit both your airline's website and that of the Mexico government for the latest Covid-19 testing requirements for those entering Mexico. What I write today may not be in effect tomorrow.

If your return destination requires you to have a negative Covid test prior to boarding the plane, we strongly suggest that you purchase an e-med test kit so that you can have a certified test done at your convenience in the timeline required. (The US no longer requires a negative Covid test but this regulation will be in review should the number of infections increase dramatically.)

Our community thrives by engaging with each other face-to-face but we wish to be safe in doing so. Thus, safety is our first priority. We cannot make guarantees but we can assure you that ECI will follow the health and safety guidance of health authorities, consult best practices in the meetings community, and try to provide as "normal" a conference as possible during these circumstances.

Prior to registering, all conference participants and their guests submitted proof of full vaccination and agreed to properly wear masks (except when giving a presentation or actively eating or drinking) and to social distance. As the latest version of the virus is highly contagious, we ask you – but cannot force you – to wear your mask in close indoor settings. Your conference material will include a KN95 mask and the ECI staff has access to additional ones should you need them.

Our room sets will be structured to allow for the physical separation of participants. Please employ social distancing in informal settings. Please be especially careful during poster sessions as participants tend to congregate closely around poster boards. The cleaning and sanitation at the Grand Fiesta Americana Coral Beach is robust.

We strongly suggest that you bring some home test kits with you and test yourself prior to joining the conference. Should you feel unwell at any time during the conference, please call Kevin Korpics (cell phone: +1-917-756-7513 or Tressa D'Ottavio (cell phone: +1-516-965-4015) or email them (kevin@engconfintl.org /

tressa@engconfintl.org). If you test positive, please let them know *immediately* and stay in your room. We will notify the hotel and also the participants. If you test positive once you arrive home, please contact us so that we may inform fellow participants.

As we respect your privacy, we will dispose of your vaccination information/official identification and mobile phone number after the meeting. If you would like to have this information available in case of emergency, please use the form on the reverse side of your name badge.

TRANSPORTATION FROM CANCUN INTERNATIONAL AIRPORT

If you have previously requested transportation to the hotel, you will receive an email with quite detailed instructions as to where to meet the transportation coordinator and the time of your departure. Pay special attention to their directions because when leaving the airport you will encounter many people offering taxi and transfer services. Please ignore them and proceed outside to find the representative from Global Incentive Management (wearing white shirts, khaki pants and name badges) there to greet you. They will have a sign with the conference name and ECI logo.

WEATHER: The long-term forecast calls for mostly sunny days. Highs are predicted to be around 87°F and lows around 78°F. Bring a sweater or jacket for the conference room if the temperature is too cool for you.

SUNDAY SCHEDULE: Registration will be open from 13:00 to 14:45. After the 14:45 opening remarks, the first technical session will begin at 15:00. There will be a coffee break at 16:30 followed several invited talks and the Keynote (Kristy Wood) at 17:00. Dinner will begin at 20:00

SPEAKERS: We expect that all presentations will use PowerPoint and we will have a computer projector as well as a laptop with Microsoft PowerPoint. Please bring your presentation on a memory stick for loading onto the ECI computer. If you plan to use a Mac computer, please bring the necessary adapters. The AV company requests that all presentations be loaded the day prior to the session or no later than three hours before the session in which you are speaking begins.

Be sure that you provide your session chair with a *brief* biography for introductions.

It is essential to the conference schedule that you keep to your given time (allowing at least 5 minutes for questions/discussion). Keeping in the tradition of these conferences, please be available during the conference for discussion and questions. Meals and social hours are perfect for discussion and questions.

POSTERS: As noted on the website, the posters should be no larger than 1 m wide and 1.5 m long. Posters should be mounted prior to the first poster session on Monday. Both tack and tape will be provided.

MISCELLANEOUS: The following are a few housekeeping items:

- If you have special dietary needs (e.g., vegetarian, allergies, etc.) that you have not already informed us of when you registered, please contact Kathy Chan (kathy@engconfintl.org) prior to the start of the conference. The hotel does not guarantee that special dietary needs can be met if they are not informed at least three days prior to the conference.
- Dress: ECI conferences are casual. We discourage suits and ties.
- ECI does not make pre/post conference reservations. You must contact the hotel directly using this [form](#).
- Audio, still photo and video recording by any device (e.g., cameras, cell phones, laptops, PDAs, watches) are prohibited during the technical sessions, unless the author and ECI have granted prior permission.
- Smoking is not allowed at any conference function.
- ECI will electronically distribute a conference evaluation/questionnaire on Thursday. Please complete and return it, as your comments are valuable to the current chairs, the future chairs in the series, and ECI.
- Guests/Accompanying Persons: all guest must pay guest fees. There are NO partial fees. You will need to see hotel reception if you have not already registered your guest.
- **Resort Wrist Bands – The resort will distribute wrist bands to all guest in our group and this will identify us as part of the conference and you will be redirected to the conference**

designated meals when they are going on. You will, however, be able to enjoy all meal venues of your choice at other times.

- Internet – There is wireless Internet access.

If you are having transportation difficulties and will be a late arrival, please either email or text either Tressa (1-516-965-4015) or Kevin (+1-917-756-7513) so we can inform the hotel..

Have a safe trip and enjoy the conference!