

Know Before You Go – Important Information for
Electric Field Enhanced Processing of Advanced Materials III:
Complexities and Opportunities

March 19-24, 2023

March 13, 2023

To: Participants in the **Electric Field Enhanced Processing of Materials III**
From: Barbara K. Hickernell, ECI Executive Director

On behalf of Engineering Conferences International and the conference chairs, **Rishi Raj** (University of Colorado Boulder, USA), and **Luis Perez-Masqueda** (CSIC, Spain), we are looking forward to your participation in this conference. **Ram Darolia** and **Larry Kabacoff** will represent the ECI Conferences Committee and I (**Barbara Hickernell**) and **Laura Fronckiewicz** will be the ECI on-site staff. This note conveys several items that need to be brought to your attention.

HOTEL

Hotel: Hotel Dos Templarios (Largo Candido do Reis, 1, 2300 Tomar, Portugal. Phone: +351-249-310-100 and fax +351-249-433-191, www.hoteldostemplarios.pt).

COVID-19

Our community thrives by engaging with each other face-to-face (or mask-to-mask) but we wish to be safe in doing so. Thus, as safety is our first priority, we require proof of Covid-19 vaccination prior to registration for participants and guests and strongly suggest getting the available boosters.

In addition, since as much as we would like the pandemic to be behind us but it isn't, we suggest:

- *All conference participants and guests self-test prior to the conference to assure as safe a conference environment as possible.*
- *In consideration of the most vulnerable population, all participants and guests wear KN95/ FFP2 masks at conference functions (except when eating or drinking or making a presentation.) to protect the most vulnerable among us and have included in each conference packet one KN95 mask and have additional ones available. Keep distance in the meeting room and poster room. will be spaced out as much as possible to allow for social distancing. If you are part of the most vulnerable population, please see the ECI staff so that we can arrange special accommodation.*
- *That you bring some Covid home tests with you. Should you test positive or feel unwell at any time during the conference please contact me (+1-914-484-7349) so that I call assist you and notify the hotel.*

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.

If you test positive once you arrive home, please contact us so that we may inform fellow participants.

FINAL PROGRAM AND ABSTRACTS FILE

Please note that in our attempt to go green, **there will not be a printed program copy onsite**. Abstracts for oral and poster presentations, and the final program with participants list will be shared electronically in a separate email later this week. We recommend downloading the files prior to arrival. If you would like to have a hard copy on hand, please print and bring with you to the conference.

TRANSPORTATION FROM LISBON AIRPORT

Transportation to Tomar: On the weekend, trains depart about every two hours from Lisbon to Tomar at the Oriente train station (Lisboa Oriente). On weekdays, trains run about once an hour. The train station is about 3 km from the airport.

To get to Gare do Oriente from the Lisbon International Airport you can go by **Metro** or **Taxi**:

- **Metro** – Metro trains run every few minutes from 6 am to 1 am. A one-way ticket is approximately 2-3 EUR.
Website: <http://metro.transporteslisboa.pt/eng/>
- **Taxi** - Taxicabs depart from the front of the airport and the trip takes about 10 minutes. You can purchase a "Taxi Voucher" ticket for the Oriente train station (approximately 25 EUR) inside the airport at the Tourism Information Centre. This option sets an exact price for the trip, but if there is no traffic, then use a regular taxi that would cost between 15-20 EUR. **Note:** There are usually taxis available at the **Departure** area of the airport and sometimes the price is cheaper than at the **Arrivals** area.
- If you have any questions about these means of travel, you can ask at the "**Tourism Information**" center at the airport.
- The train trip from Lisbon to Tomar takes approximately 2 hours. Upon arrival at the Tomar train station, taxis are available for the one- or two-kilometer trip to the Hotel Dos Templarios. (For train schedules and tickets visit <https://www.cp.pt/StaticFiles/horarios/regional/comboios-regionais-lisboa-tomar.pdf>, The cost of a one-way ticket to Tomar is approximately 10 -14 EUR.

If you plan to drive to Tomar, there is free parking at the hotel. Once in Tomar, follow the hotel signs. (Our hotel is the major one in the town.) If you are from the US and have not yet rented a car, try www.autoeurope.com which will allow you to comparison shop.

WEATHER

The long-term forecast calls for cloudy days with some days having showers. Highs are predicted to be around 69° F) 20.5°C and lows around 49°F) 9.5°C. Bring an umbrella as we will be walking to the Convento de Cristo. Also, bring a sweater or jacket for the conference room if the temperature is too cool for you.

SUNDAY AND MONDAY MORNING SCHEDULE

Sunday conference check-in: Begins at 16:30 on Sunday (March 19). A welcome reception follows from 18:30 - 19:30. Dinner will begin at 19:30.

Monday morning: Breakfast is served from 07:30 am to 08:30 and the technical session begins at 08:30. (For accompanying persons, the breakfast area is open to 10:00.).

SPEAKERS

We expect that all presentations will use PowerPoint and we will have a computer projector as well as a laptop with Microsoft PowerPoint. Slides should be the standard 16:9 aspect ratio. 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. Our audio-visual graduate student is **Sabyasachi Panda** and he will assist speakers in loading their presentations on the conference laptop.

All presentations should be loaded the day prior to the session or no later than three hours before the session in which you are speaking begins.

Conference chair Rishi Raj offered the following advice to speakers:

- (i) The less clutter (institutional logos etc.) the better. No footnotes or headers.
- (ii) You will have a well-informed audience, so you can omit introductory slides. The audience can always ask questions.
- (iii) Ask not what you can put in but what you can leave out. The viewer can, at the most, take away one message from your talk.
- (iv) Use large fonts in the figures (including graphs) so that they can be read in one glance.
- (v) Use color when it is effective, but sparingly.

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

It is vital to the conference schedule that you keep to your given time, allowing enough time (at least five minutes) for questions/ discussion. Keeping in the tradition of these conferences, please be available during the conference for discussion and questions.

Be sure that you provide your session chair with a *very 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

Your poster should be no larger than 1 meter wide and 1.5 meter tall (Portrait Style). Posters should be mounted prior to the first poster session on Monday (21:00 – 23:00). Mounting tape or tacks will be provided. Please remove your poster after Tuesday evening's poster session as the poster boards will be removed that night. .

EXCURSION/GUIDED TOUR:

We are planning a guided tour of the Convento de Cristo (a UNESCO World Heritage Site) on Wednesday afternoon. Please meet in the lobby at 13:50 and we will proceed with our tour guides at 14:00. At previous conferences, participants found the tour excellent even if they had previously visited the site. Tomar's most famous landmark, the Convento is on a hill overlooking town. It is within walking distance of the hotel. The Convento combines architectural styles from the 12th through 17th centuries. An ornate octagonal canopy protects the high altar of the Templo dos Templares, modeled after the Holy Sepulcher in Jerusalem, and the grounds of the convent contain eight cloisters embracing a variety of styles. After the Convento de Cristo, the tour will continue in the historic area of Tomar.

MISCELLANEOUS

The following are a few housekeeping items:

- Please wear your badge throughout the conference. The hotel staff may refuse entry to meals and the bartender may refuse service to those without a conference badge.
- The reverse side of your name is where we suggest you place your emergency contact information.
- 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](#) 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.
- 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: If you bring a guest at the last moment, you must first see the ECI staff at check-in, pay for your guest, and then give the ECI proof of payment to the hotel.
- Internet – There is wireless Internet access.
- As we respect your privacy, we will dispose of your vaccination information/official identification and mobile phone number after the meeting.

If you are having transportation difficulties and will be a late arrival, please either email or text Barbara (+1-914-484-7349) or Laura (+1-215-482-2300) so we can inform the hotel.

Have a safe trip and enjoy the conference!