

**Know Before You Go - Important Information for**

**BIOCHAR III:**  
**Production, Characterization and Applications**

September 17-22, 2023  
Dos Templarios Hotel, Tomar, Portugal

To: Participants in the BIOCHAR III Conference  
From: Barbara K. Hickernell, ECI Executive Director

On behalf of Engineering Conferences International and the conference chairs, **Franco Berruti** (ICFAR, Western University, Canada), **David Chiaramonti** (Polytecnico di Torino and RE-CORD, Italy), **Silvia Fiore** (Politecnico di Torino, Italy), **Manuel Garcia-Perez** (Washington State University, USA) and **Ondrej Masek** (University of Edinburgh, UK), we are pleased that you are participating in this conference. I (Barbara Hickernell) will be the ECI on-site manager. This note conveys several items that need to be brought to your attention.

**HOTEL**

Hotel Dos Templarios (Largo Candido do Reis, 1, 2300, Tomar, Portugal.  
Phone: +351-249-310-100; [www.hoteldostemplarios.pt](http://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.*

*Since as much as we would like the pandemic to be totally behind us, but it isn't, and so we suggest:*

- *All conference participants and guests self-test prior to the conference to assure as safe a conference environment as possible.*
- *That you bring some Covid home tests and masks with you. Should you test positive or feel unwell at any time during the conference please contact Barbara (+1-914-484-7349) so that she can assist you and notify the hotel.*
- *If you feel more comfortable wearing a mask (particularly at poster sessions where everyone is talking at close range), we encourage you to do so. Barbara will have some additional masks if you choose to wear one.*

*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.*

**CONFERENCE PROGRAM and ABSTRACTS FILE**

Abstracts for oral and poster presentations, and the final program with participants list were shared with you electronically. If you cannot find, it, please contact [Kathy Chan](#).

The files are in PDF format. You can add comments, highlight, add text to the abstract files, and print. However, rotate, delete, replace, crop, split document and insert pages are not accessible.

Please note that in our attempt to go green, **there will not be a printed program copy onsite**. 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 are traveling with a companion, it might be useful to check the current price for either an Uber or a taxi directly from the airport to the hotel. Earlier this year several conference participants reported paying approximately 110-115 euro for the journey.

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](http://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 80° F) 27°C and lows around 60°F) 15.5°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 16:00 on Sunday (September 17) in the hotel business office – at the opposite end of the entrance from hotel check-in. Do check into the hotel first. A welcome reception at the lobby bar (with music) follows from 18:30 - 9:30. 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 on the lower level of the hotel. (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 4:3 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 students are **Neha Batta** and **Griffin Loeb sack** of ICFAR/Western University and they 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.

The following advice is offered to speakers:

- The less clutter (institutional logos etc.) the better. No footnotes or headers.
- You will have a well-informed audience, so you can omit introductory slides. The audience can always ask questions.

- 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.
- Use large fonts in the figures (including graphs) so that they can be read in one glance.
- Use color when it is effective, but sparingly.

Be sure that you have provided your session chair with a *very 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.

### POSTERS (Reminder that all speakers must bring a poster)

Your poster should be no larger than 1 meter wide and 1.5-meter-tall (Portrait Style).

- Tacks will be provided
- Monday speaker posters may be mounted as soon as the poster boards are set up on Monday and should be removed after Monday's poster session/social hour.
- Tuesday speaker posters may be mounted starting on Tuesday morning and should be removed after Tuesday's poster session/social hour.
- Wednesday speaker posters may be mounted starting on Wednesday morning and should be removed after Wednesday's poster session/social hour.
- Thursday speaker posters may be mounted starting on Thursday morning and should be removed after Thursday's poster session/social hour.

### 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 14:15 and we will proceed with our tour guides at 14:20. 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 12<sup>th</sup> through 17<sup>th</sup> 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.

On Wednesday evening we will have a reception at the Lobby Bar (with music) starting at 18:30. Dinner will begin at 19:30.

### 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 is not responsible for 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.

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

Have a safe journey to Tomar and enjoy the conference!