

Know Before You Go – Important Information for

[Advancing Manufacture of Cell and Gene Therapies VIII](#)

February 4 – 8, 2024
Coronado, CA, USA

January 31, 2024

To: Participants – **ADVANCING MANUFACTURE OF CELL AND GENE THERAPIES VIII**
From: Barbara Hickernell, CAE, ECI Executive Director

We are looking forward to your safe participation at the [ADVANCING MANUFACTURE OF CELL AND GENE THERAPIES VIII](#) conference. This note conveys a number of items for your attention.

Our community thrives by engaging with each other face-to-face but we wish to be safe in doing so. In parts of the US, Covid is making a comeback. Thus, safety is our first priority. Should you feel unwell at any time during the conference, we plan to have a limited number of rapid Covid antigen tests available. You may call my cell phone (1-914-484-7349) and we will drop one off at your room. If you test positive, please let us know immediately and stay in your room. We will notify the hotel regarding your self-quarantine.

Hotel Information:

[Loews Coronado Bay Hotel](#)
4000 Coronado Bay Road
Coronado, CA 92118
Tel: +1-619-424-4000

Note that the hotel's official check-in time is 4 pm and check out time is noon. If your room is ready, you may check in earlier.

Meals will be in the Constellation A & B.

Airport Transfer and Driving Information:

We recommend the use of either a taxi, Uber or Lyft.

Once you have collected your luggage, go to the designated pick-up island.

For those who rent a car, parking is available at the Hotel: The parking charges are \$44/day for valet parking and \$39/day for self-parking.

Saturday arrivals:

We will have a small reception from 17:30 – 19:30 at the Cays Lounge near the Grand Staircase. Please stop by to say hello to other participants who have arrived early. Look for an ECI staff member who will be in Cays Lounge with conference badges. (You'll be able to pick up your conference packet on Sunday during conference check-in.) You must be wearing a conference in order to get complimentary wine or beer at the bar.

Sunday Workshop:

A separate email has been sent to workshop participants with workshop information. Please check-in with ECI staff at the Atrium to receive your conference packet between 08:00 and 08:30 on Sunday morning.

Conference check-in:

Conference check-in will be held from 14:30 - 18:30 on Sunday, February 4 in the Atrium. The conference welcome and technical sessions will begin at 16:45 in the Commodore C, D and E rooms.

On Monday there will be an additional conference check-in period from 07:30 – 09:00 in the Atrium and the technical sessions will begin at 08:30 in the Commodore C, D and E rooms.

Reminder: Please wear your conference badge throughout the conference as this identifies you to other conference participants, hotel staff, and will also admit you to meals.

Speakers:

Our standard equipment is a computer projector and a PC laptop for PowerPoint (16:9) presentations. Please bring your presentation on a USB key/flash drive. Our audio-visual graduate student is **Angela Jimenez** and she will assist speakers in loading their presentations on the conference laptop.

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

It is essential to the conference schedule that you keep to your given time, allowing enough time 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 times for discussion and questions.

Poster Presenters:

The poster boards will be available for hanging presentations at 1 pm on Sunday. Posters should be no larger than 1.5 meter high and 1.0 meter wide (portrait style). Please try to have your poster ready for display by Sunday evening. The first poster session is scheduled for Monday from 18:30 – 19:30. Dinner will be on your own on Monday evening. The second poster session will be from 12:55 – 14:25 on Tuesday and lunch will be provided. Posters will be available for viewing from Sunday evening through Wednesday lunch. Please remove your poster on Wednesday afternoon after lunch. There will be awards for the best overall and best student posters.

Final 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.

Conference App

We are providing attendees with a mobile app that can be used for a wide variety of purposes, including viewing the schedule, creating your own schedule, viewing the presenters list, photo sharing, and much more. The App will be updated throughout the conference. The access information for the App has been shared with you via email. If you cannot find, it, please contact [Kathy Chan](#).

Internet Access:

High-speed wireless Internet access is complimentary.

Guests:

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 ECI proof of payment to the hotel.

Tuesday, February 6 – Social Event at the Stone Brewery: *(Please wear your name badge.)*

On Tuesday evening there will be buses leaving the hotel from 18:30 – 19:00. Return times for the buses will be announced.

Weather:

You can expect some sun, some clouds and some rain. High temperatures to be in the low to mid 60s F and lows in the high 40s F. Check [HERE](#) for the latest forecast. Don't forget your sunscreen but also bring an umbrella!

Early Arrivals:

Please contact [Kathy Chan](#) to make pre or post conference room reservations if you have not done so already.

Miscellaneous:

- If you have any food allergies that you didn't communicate to us on your registration form, please be sure to inform [Kathy Chan](#) immediately so that she can update the information that has been sent to the hotel.
- ECI conferences are informal. Casual dress is preferred.
- An electronic conference evaluation/questionnaire will be sent out Wednesday evening or Thursday. Please complete and return it as your comments will be very useful to ECI and the chairs of future conferences. Please use this form to suggest topics for other conferences which may benefit from the ECI format.
- Smoking is not permitted at any conference functions.

- We ask you to turn off (or turn to vibrate) your cell phone during technical sessions.
- Audiotaping, videotaping and photography of presentations are prohibited.
- The ECI on site office will be in the Sovereign Room (2nd floor).
- There will be a room available for ad hoc meetings. See ECI staff to reserve a time.

We thank the conference chairs **Fernanda Masri, Carolyn Yeago, John Moscariello** and **Gargi Maheshwari** who have put together an excellent program. Student Liaison **Bryan Wang** was a terrific help in coordinating many aspects of the conference. Thanks also to **Taby Ahsan, Anne-Lise Brondel, Mercedes Segura** and **Veena Warikoo** for organizing the workshop and **John Moscariello** and **Gargi Maheshwari** for organizing the poster session.

Barry Buckland is the technical liaison representing ECI. **Tressa D'Ottavio, Kevin Korpics, Kathy Chan** and I (**Barbara Hickernell**) are the site managers for this conference. For urgent matters (especially if your transportation plans change), please notify one of us (Barbara: 1-914-484-7349), Tressa (cell phone: 1-516-965-4015) or Kevin (cell phone: 1-917-756-7513).

Should you have any last-minute questions, please email [Kathy Chan](#).

I wish you all an enjoyable, intellectually stimulating, and productive conference.