

Know Before You Go – Important Information for
INNOVATIVE MATERIALS & METHODS FOR ADDITIVE MANUFACTURING II
(IM²AM)

January 8-13, 2024

January 4, 2024

To: Participants in the IM²AM Conference
From: Barbara K. Hickernell, ECI Executive Director

On behalf of Engineering Conferences International and the conference chairs, **Daniel Schmidt** (Luxembourg Institute of Science and Technology (LIST); **Nikhil Gupta**, New York University; **Eric Eastwood**, KCNSC/Honeywell FM&T; **Brett Compton**; University of Tennessee, Knoxville; **Gary Gladysz**, Los Alamos National Laboratories, **Gary Gladysz** will also represent the ECI Conferences Committee and I (**Barbara Hickernell**) 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. We do encourage you to self-test. We will not have any test kits on site but will have a limited number of masks available. Should you test positive or feel unwell at any time during the conference, please contact Barbara (+1-914-484-7349 or +1-914-4260-3664) so that she can assist you and notify the hotel.

FINAL PROGRAM AND ABSTRACTS FILES

Please note that in our attempt to go green, **there will not be a printed program copy onsite**. Abstracts and the final program with participants list are shared electronically. 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 weekdays, trains depart Gare do Oriente 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.
- Note that if you have a long wait at the Oriente train station (itself a work of art) for the next train to Tomar, there is a large shopping mall (Vasco da Gamma Mall) just across the street from the train station.
- 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> or just Google “train schedule Lisbon to Tomar” , 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. In 2023 several conference participants reported paying approximately 110-115 EUR for the journey.

If you plan to drive to Tomar, there is free parking at the hotel. (The hotel will give you a ticket to exit the parking lot without charge.) 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 partially cloudy days with some days having morning showers. Highs are predicted to be in the low to mid 50sF) 12°C and lows in the high 30sF) to low 40sF) 3.5°-4.5°C. To be on the safe side, do bring an umbrella. Also, bring a sweater or jacket for the conference room if the temperature is too cool for you.

MONDAY AND TUESDAY MORNING SCHEDULE

Monday conference check-in: Begins at 17:00 on Monday (January 8). A welcome reception with piano music follows from 18:00 - 19:30. Dinner will begin at 19:30.

Tuesday morning: Breakfast is served from 07:30 am to 08:30 and the technical session begins at 08:45. (For accompanying persons, the breakfast area is open to 10:00.). The technical sessions are on level -1.

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 **Madeline Wimmer** and she 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.

Some advice for 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 **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 ECI conferences, please be available during the conference for discussion and questions. Meals and social hours are perfect for discussion and questions.

EXCURSION/GUIDED TOUR:

We are planning a guided tour of the Convento de Cristo (a UNESCO World Heritage Site) on Wednesday afternoon, January 10. 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. Dinner will be on your own and there are a variety of restaurants in town for you to choose from.

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 badge 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. Breakfasts and lunches are buffet meals. If you have questions about the identity of any of the buffet items, please ask a dining area staffer.
- 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 Friday. 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. Note that some areas of the hotel have better reception than others.

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 trip and enjoy the conference!