

SECOND CIRCULAR

May 25th 2010

1. POWERPOINT

In order to help make the sessions run smoothly, speakers wishing to use PPT (PowerPoint, Microsoft Office 2003 for PC; please do not use a Mac) are asked to *send their presentation as an attachment*, by e-mail, to the Organising Committee no later than 18th July. This is the preferred option.

Failing that, presenters must deliver *the USB stick with the presentation in person to the Organisers (lecture room attendants) before each session*. This means being in the appropriate lecture hall at least *15 minutes* before the session starts (the sessions are expected to start at: 9 a.m., 11:30 a.m. and 16:00 p.m.)

E-mail: rai2010bcn@ub.edu

2. PHOTOCOPIES and HAND-OUTS

Speakers who expect to distribute hand-outs are requested to bring the number of photocopies they consider to be required and give them to the Organisers (*lecture room attendants*) *15 minutes* before each sessions starts (the sessions are expected to start at: 9 a.m., 11:30 a.m. and 16:00 p.m.).

Alternatively, *the hand-out can be sent beforehand by e-mail as a pdf attachment* no later than 18th July. Photocopies cannot be produced once the Congress has started.

Email: rai2010bcn@ub.edu

3. REGISTRATION OF ACCOMPANYING PERSONS

Those attending the RAI should be aware that anyone accompanying them has to register in person at <http://www.rai-barcelona.org/registration.php>

1. First name
2. Last name
3. e-mail address
4. Affiliation (optional; the person accompanying anyone attending the congress can use that affiliation)
5. Fee: tick the box marked ACCOMPANYING
(NOTE: the fee is 70 EUROS if paying in cash AT THE DOOR [see 1st Circular 6.3.]

This information will enable the Organising Committee to prepare individual documentation (name badges, folders etc.) for each accompanying person.

4. BARCELONA in July 2010

4.1. For information on Barcelona (street maps, amenities, directories, traffic status, mobility and transport etc.) please consult:

<http://www.bcn.cat/en/ihome.htm>

4.2. In Barcelona, throughout July there is a whole range of cultural activities – especially concerts and theatrical productions. In particular, we recommend the *Festival de Barcelona “GREC2010”*, for information on which see:

http://w3.bcn.cat/XMLServeis/XMLHomeLinkPI/0,4022,695276287_697057402_3,00.html

4.3. The Organising Committee will also try to provide assistance on cultural activities in Barcelona during the *Rencontre*. For information on cultural events and for any other information, please contact:

Cristina Bentué: crisrina@nogaldelasbrujas.com

From the afternoon of Sunday 25th July there will be an *Information Desk*, which is also open every day during the week from 8:30 a.m. For any information *upon arrival* those attending the congress can go to the University Hall where they will be attended to personally.