Instructions for Workshop Organizers

LOCATION

The location and maps of the Cité Internationale Universitaire de Paris (CIUP) can be found on pp3-5 of the Program Booklet (http://ecal11.org/program) and the "Instructions for Attendees" document, or online at http://ecal11.org/rooms and http://ecal11.org/venue for directions. The buildings where the workshops take place are "Maison Internationale" (MI, circled in red), "Maison du Cambodge" (MC, circled in green, top) and "Fondation de l'Argentine" (FA, circled in green, bottom).

Workshop rooms:

Mon. 8, 9-1pm & 2:30-6:30pm	○ AAALE:	[Gulb], MI	○ BioChemIT:	[Cam], MC
Mon. 8, 9-1pm & 2:30-6:30pm	○ CoSMoS:	[Weil], MI	○ WAAT:	[Argt], FA
Mon. 8, 9am-1pm	○ ACCS:	[Sats], MI	○ SynBioCCC:	[Nath], MI
Mon. 8, 2:30-6:30pm	○ RUTSAC:	[Sats], MI	○ SIM-A:	[Nath], MI
Fri. 12, 1:30-5:30pm	○ MEW:	[Gulb], MI	○ iBioMath:	[Cam], MC
Fri. 12, 1:30-5:30pm	○ MASmms:	[Weil], MI	○ INCUP:	[Argt], MC
Fri. 12, 1:30-5:30pm	○ DDLab:	[Sats], MI	○ CS-Sports:	[Nath], MC

PROGRAM

Flyers: The detailed programs of the 14 workshops and tutorials are *not* part of the complete ECAL'11 program booklet distributed to full-conference attendees, and workshops-only attendees do not receive any booklet. Therefore, you decide whether you want to print a flyer or small program to give out at your workshop. What we centralize, however, is a 1-page schedule sheet displayed at the door of every room in the morning and in the afternoon (and on the information board next to the registration desk). These workshop sheets are also available for download at http://ecal11.org/guides.

Schedule: Regarding your workshop's internal schedule, we please ask that you keep it contained inside the 4-hour blocks above, whichever applies/apply to you. In particular, the full-day workshops on Monday 8 (AAALE, BioChemIT, CoSMoS and WAAT) should preserve the 90-mn lunch break between 1pm and 2:30pm as much as possible. Coffee breaks, however, are not scheduled exactly; instead, they will be available during a 2-hour window in the middle of each block, so you can pop out of your room pretty much when you want.

LOGISTICS

Hosting: The rooms, projectors/screens, morning welcome coffee, coffee breaks and lunch boxes are all provided for by ECAL for any number of participants at your workshop (*who must all be registered*). One member of the ECAL staff will also be present in your room to assist you. You will need to take care of any special requests or extras you might need, for example: specialized technical equipment to buy/rent/transport, a mini-cocktail reception/catered buffet, or invite your guests to dinner, etc. – any of this must be your own initiative, organization and budget.

Room access: You will have access to your room 1hr before the start of your session and should vacate it 1/2hr after the end of your session. Rooms can be safely locked during the breaks. The 6 workshop rooms will be used exclusively on Monday 8 and Friday 12 afternoon but not inbetween.

Wifi: Multi-connection wifi Internet will be available in all rooms (login: "ECAL11", password: "11ECAL") *except* [Argt], where there is only 1 possible connection (different login/pwd to be announced), and [Nath], where there is no connection at all, because it's an isolated room (sorry to SynBioCCC, SIM-A and CS-Sports: please make sure you have all your documents prepared offline).