

Volos, 30 March 2017

Dear MES 9 participants,

We are pleased to welcome you at MES 9 conference at Volos in a few days from now!

You can now locate the MES 9 program and download the papers of your interest at the MES 9 conference site:

<http://mes9.ece.uth.gr/portal/>

Keep Connected! More information and ideas where to go, dine and enjoy time in Greece will be uploaded.

Twitter: https://twitter.com/9th_MES_Conf

Facebook Page: <https://www.facebook.com/mes9gr/>

Facebook Group: <https://www.facebook.com/groups/mathedsoc9/>

With this leaflet we would like to provide some final thoughts for your travel, as well as, to provide some instructions for presenters and chairs for sessions and working groups.

Thank you very much for your cooperation!

MES 9 local organizing committee

A. Travel Notes

Venue

The conference venue is, as you already know, at Valis Resort Hotel at the village of Agria -10 minutes drive outside of Volos city. Please, check the map included for your transportation from the Volos bus or train station to the conference venue at Agria. As you can see, there are regular buses during the day. Taxis can also be easily located at the bus or train station.

Airports and possible stay in Athens or Thessaloniki

As you arrive at the airports of Athens or Thessaloniki you will be able to find easily transportation by bus or by taxi to the main bus or train station. Check the MES 9 conference website for more details.

If you are interested in the events that will be taking place in Athens visit this site:

<https://www.cityofathens.gr/en/>

If you are interested in the events that will be taking place in Thessaloniki, visit this site:

<http://www.thessaloniki.gr/portal/page/portal/EnglishPage>

Weather and Clothing

Bring along walking shoes and comfortable clothes as the area is very nice for both short and long walks by the sea or in the mountain.

The weather in Greece at the moment is very nice with temperatures going from 10 up to 25 Celsius as it is spring time. It is important that you have spring clothes with you as well as a warm evening jacket or coat. You can also check some of the weather sites if you wish:

<http://www.holiday-weather.com/country/greece/>

Local Currency

The local currency is euro, so please remember to exchange currency when you are at the airport, where you can find ATMs or make contact with your bank prior to your trip.

B. Guidelines for Presenters and Chairs

Following the MES principles in all previous conference we also wish here at MES 9 to provide ample space for discussion and collaboration amongst presenters and participants. In the following and based on the MES9 program we will provide some basic guidelines as reminders for all presenters and participants.

I: IMPORTANT!!!!

We would also like to request that you provide us with your power point presentation by next Tuesday 4th of April at the address mes9@uth.gr Please, make sure that your power point presentation is named after the first author name. This will facilitate a lot our onsite organization of sessions in the program for a successful event.

II: IMPORTANT!!!!

All presenters, chairs and participants need to keep in mind that English is a second language for the majority of the participants and keep up their oral presentations and discussion at a pace that can be easily grasped by everybody. The main tip is speaking slowly and clearly! And, please, avoid that wonderful jargon(s) of UK or US or Canadian or Australian or..beautiful dialects!

III: IMPORTANT!!!!

The conference rooms will be equipped with a computer (Windows 7 operating system or later and Microsoft PowerPoint 2015 or later) and projector. If the presentation requires the installation of a specialized software, please inform the secretariat of the conference, but please, not later than Tuesday 4th of April.

MES 9 GUIDELINES

1. **Plenaries:** Each plenary is planned in the program for a 50 minutes talk.
2. **Reactors:** Each plenary has two reactors who will make a short address of 10 minutes each.
3. **Plenary chairs:** Each plenary chair will have to introduce briefly the plenary speaker and keep the time for the plenary, the reactors and the plenary reaction session after the working groups. Plenary chairs will also have to chair the plenary reaction session discussion.
4. **Working Groups:** The working groups are organised around one hour for discussion. Participants will need to sign upon arrival on which working group they would like to be and they will have to follow that working group for the whole conference. The aim of the working groups is to discuss the plenary and to address important themes and questions that will feed back to the plenary reaction.
5. **Working Group Chairs:** The working group chairs will need to facilitate all members of the working group to participate in MES practices.
6. **Plenary reaction session:** The plenary reaction session is planned for one hour. Within that timespace all working groups will feedback us with what they have been discussing.
7. **Paper & Project presentations:** Paper & project presentations need to be kept short (i.e about 10 minutes each) so that to allow time for discussion and group work within the session.
8. **Paper & Project presentation session chairs:** The chairs in each of these sessions will need to keep the time for each presenter and to facilitate all participants to engage in discussing the paper or the project works, if possible, within smaller group work discussion.
9. **Symposia & Discussion Groups:** Symposia and discussion groups are already chaired by organisers and moderators from within the symposium structure and it is up to them in how to facilitate interaction and groupwork.
10. **Poster presentations:** The poster **dimensions must be 110 cm (tall) x 80 cm (wide)**. The authors are required to have their posters printed and must bring them for presentation. The posters will be presented at the conference venue at the Valis Grand Ball Room. Presenters need to be there available in order to discuss their work. At the registration office there will be some materials for the placement of the posters. The authors are required to help in putting up their work on the day and

time of presentation, and remove it at the end of the conference. The secretariat and the organizing committee of the conference is not responsible for any loss or damage of posters during the event.