

Eli Cohen

From: Eli Cohen <elicohen@informingscience.org>
Sent: Wednesday, May 31, 2017 6:30 PM
To: Eli Cohen - Admin
Subject: InSITE 2017 Information for Delegates



IⁿSITE 2017: Informing Science + IT Education Conferences: Vietnam
Jul 31 - Aug 5 2017, Ho Chi Minh (Saigon), Vietnam

Avoid Grief, Read This Email Now



For this to work, you need to read this email. Spend a minute now reading this email to save yourself a lot of grief later.

Hello Eli--

We are sending you this email because you registered (at <http://Register.InSITE.nu>) to attend the 2017 IⁿSITE conference that will take place in about two months. The purpose of the email is to keep you informed and make your experience of getting to Vietnam, your hotel, and the conference venue as smooth as possible.

5/31/2017

See you soon in Saigon (Ho Chi Minh City, Vietnam)

Discounts on Airfare

We have secured substantial discount with the SkyTeam airlines (including Vietnam Airlines) and with United. See details at <https://www.informingscience.org/Conferences/InSITE2017/GettingThere>

Apply for your visa now

Most delegates will need to obtain a visa to Vietnam and most visas can be granted by the Visa on Arrival program. You can find more details at <https://www.informingscience.org/Conferences/InSITE2017/GettingThere>

1. Check the bottom of the page at <https://vietnamvisa.govt.vn/> to see if you need a visa. You likely will need one.
2. You may be eligible for a Visa on Arrival. If so, apply online at <https://vietnamvisa.govt.vn/>. You will receive a visa letter by email. Bring it, 2 passport photos, \$25 USD in currency, and your completed “Form on Arrival” that is offered when you sign up. You can find it at <https://vietnamvisa.govt.vn/form-on-arrival.pdf> . (If you wish, you can pay the extra fee offered when you apply for your visa online to avoid much of queuing at the airport by selecting Airport Fast-Track for \$25 USD and/or Car Pick Up for \$35/person) See <https://www.informingscience.org/Conferences/InSITE2017/VisaInfo> for more details. And see <https://www.informingscience.org/Conferences/InSITE2017/GettingThere> for more affordable ways to get from the airport to your hotel.

August 2 Workshop Signup

Your InSITE conference registration includes the full day of workshops on Wednesday, August 2 which includes lunch and dinner. Will you be attending these? If so, we need you NOW to register your choice of workshops to ensure that you have your choice of workshops.

There is limited space for each workshop. To ensure you can attend the workshop of your choice, you need to sign up now for the morning and afternoon session that you plan to attend. → [reserve your seat](#) ←

You can find the details about the workshops at

<https://www.informingscience.org/Conferences/InSITE2017/Workshops>

Update your arrival and departure dates and times.

Update where you will be staying. Important for pickups for trips and where we will leave your conference packets.

Your registration shows that you will be arriving and leaving on (If these are blank, you haven't yet entered this information).

Update your registration to show where you will be staying.

If you are staying in one of the two “conference hotels,” the Crystal Palace and the Vien Dong South Saigon Hotel, you will find your conference package at your hotel when you check in. However, we can do this only if you select one of these hotels on your registration page.

Delegates need to make their own reservations and pay for their accommodations. The conference fee does not include the cost of the accommodations and the conference organizers do not book hotels. Instead, we scout out preferred hotels in various price ranges and arrange for discounted rates for our delegates. If you prefer to stay on your own, be sure that your hotel is in District 7 or you may spend an hour in traffic. The two pre-conference excursions will pick up delegates and guests only at these two locations. The conference banquet will be at the Crystal Palace. See the website for more

information.

<https://www.informingscience.org/Conferences/InSITE2017/Accommodation>

Here is what you have shown as your hotel at <http://register.InSITE.nu>

Your registration shows that you will be staying at
(If these are blank, you haven't yet entered this information).

Check your Amount Due or Amount of Refund

Your registration shows that you signed up for this package: Complete Conference (July 31-Aug 5). Networking, Workshops, Paper Sessions and at this point owe (or we owe you) \$545.00 USD.

Guests

If you are traveling with other members of your family, on your registration page you can reserve and pay for a place for them on the preconference trips and at the banquet. We need to give our vendors final numbers weeks in advance so don't wait.

Keep in mind that your guests who have purchased tickets for the trips and the banquet may attend these events only. They may not attend the workshops or paper sessions or join us for conference lunches. The guest option is not for co-authors. (If this creates a hardship, let Betty and Eli know.)

Schedule

We shortly will be preparing the schedule. If there are any days that you cannot be present to give your paper, enter it by June 7 on your registration form at <http://Register.InSITE.nu> Once we make the schedule, it may not be possible to reschedule your paper presentation.

Your registration shows that you indicated the following schedule constraint:
(If these are blank, you haven't yet entered this information).

Load your phone with apps for Uber, Lyft, and Grab

There are no buses to campus so you will need to walk, Uber, or Taxi to and from campus for the workshops and paper sessions. The Crystal Palace is about 2¼ miles from campus. The Vien Dong Hotel is about 1¼ miles. You can compare taxi, Uber, and Grab (Lyft) fares at <https://ride.guru> A 7 seat taxi costs about \$1.15 from the Vien Dong to RMIT or get on the back of a moto scooter and pay less than half a dollar. Put Uber and Grab <https://www.grab.com/vn/en/> on your phone or use VinaTaxi. You also need to make your own arrangements to get from the airport to your hotel. See the detailed information on taxis we prepared for you at

<https://www.informingscience.org/Conferences/InSITE2017/GettingThere>

Here is a copy in English and Vietnamese of the conference hotels and RMIT's addresses and phone numbers.

Vien Dong Hotel, R3-37 Hung Phuoc 4, Phu My Hung, W. Tan Phong, District 7,
Phone: (28) 54 1059 77

Khách sạn Viễn Đông, R3-37 Hưng Phước 4, Phú Mỹ Hưng, phường Tân Phong,
quận 7,
ĐT: (28) 54 1059 77

MerPerle Crystal Palace Hotel, Lot C17 –1– 2 Nguyen Luong Bang, Phu My Hung,
District 7, (28) 54 1618 74

Khách sạn MerPerle Crystal Palace, Lô C17–1–2 Nguyễn Lương Bằng, Phú Mỹ
Hưng, Quận 7,
(28) 54 1618 74

RMIT University, 702 Nguyen Van Linh, W. Tan Phong, District 7, 28 3776 1300
(Switchboard Monday to Saturday, 8 am to 5 pm)

Đại học RMIT Việt Nam, 702 Nguyễn Văn Linh, Phường Tân Phong, Quận 7, 28
3776 1300 (Switchboard Monday to Saturday, 8 am to 5 pm)

See you soon,

Eli Cohen and Betty Boyd, Conference Organizers
Mathews Nkhoma, Susan Thomas, Beverley Webster, Conference Chairs

<http://InSITE.nu>