



July 20, 2017

IⁿSITE 2017 Delegate --

Congratulations! You are about to attend what many consider to be the best international conference for academics interested in improving their skills. We look forward to welcoming you at the IⁿSITE conference. Here is some information to make your experience even more productive.

Wear your Name Badge to all events. The name badge enables others to identify you by name.

Workshops. Since there is limited space in each of the workshops on August 2 (see <https://www.informingscience.org/Conferences/InSITE2017/Workshops>) **Reserve your Seat** now. If you don't, you will be able to select from those workshops that still have space available that day.

Learn to trust each other by breaking bread together **Your lunches and some dinners are included.** We enjoy long coffee breaks and meals together so that we learn from each other. These experiences build the trust needed to carry on future long-distance long-term collaboration as researchers and colleagues.

Your conference registration includes lunches on August 2, 3, 4, and 5, dinner on August 2, and the banquet on August 4. The banquet takes place at the Crystal Palace Hotel. If you have a guest and already paid for a guest ticket to the banquet, your packet will include a name badge for your guest to wear to the banquet. Your registration packet also includes tickets for 4 soft drinks or 2 alcoholic beverages.

“Pennies from Heaven”. Come prepared for rain, particularly in the evening.

Bring your presentation on several USB sticks During the break before your session starts, you will copy your presentation to the classroom computer or just run your presentation from your USB stick. Bring several copies of your presentation on different USB memory sticks, just in case.

Bring printout for taxi driver Bring for your taxi driver a printout showing the address of your hotel and its phone number. (Our taxi driver had to phone the hotel.) And take out cash in VND from an ATM at the airport for your taxi ride. Indeed, save yourself a lot of grief and read the suggestions at <https://www.informingscience.org/Conferences/InSITE2017/GettingThere> . This page shows in English and in Vietnamese information about the Crystal Palace and Vien Dong hotels.

Please let us know if you have any questions.

See you soon,

-eli and Betty