

Dear

We are excited and look forward to seeing you in a little over a month at RMIT University in Ho Chi Minh City, Vietnam at the IⁿSITE 2017 conference. Here is some news on how you can make your experience at InSITE the most productive and enjoyable.

Schedule The full schedule with times for paper presentations is now on the Web at <http://Schedule.InSITE.nu>. The schedule takes into account when delegates indicated that they could not present. Click on the title to see the full paper. (In a few cases, only the abstract is currently available. When the full paper is available, the link will be updated.) If you are presenting a paper, search for your name on the full schedule.

Scan for Papers of Interest and Mark Your Schedule to Meet Their Authors. Make the best use of your time at the conference by planning ahead. Scan the program now, read in-depth papers that interest you, and set your schedule so that you will meet the papers' authors.

Presenting your paper Please use the conference PowerPoint template, found at https://www.informingscience.org/Uploads/2017PPT_Template.pptx. It provides a common look and feel for the conference and even includes some hints for making a good set of slides.

Whether you are new to presenting or an old hand, make a good impression by practicing (and timing) your presentation. Then practice some more. And remember that live presentations always take longer than your practice sessions and you want to plan for a 15-20 minute presentation. If your presentation takes longer, you will have no time for questions during your half-hour, and your audience will feel cheated. Find more hints at <http://www.informingscience.org/Conferences/InSITE2017/PreparePresentation>.

Preconference Networking Excursions (for those signed up for the FULL conference) Bus Pickup Points. You will be picked up at 7.30am from the lobby of your conference hotel (MerPerle Crystal Palace or Vien Dong 6 South Saigon Hotel).

Hotel Looking at your registration form, we see that you indicated that you have book accommodation at [Vien Dong Hotel](#). (<-- If this is blank, please log in to enter where you will be staying.) If you have made reservations but have not entered the information, please do so now. (To access your registration page, log into your Informing Science account at <http://My.InformingScience.org> or <http://Register.InSITE.nu> by entering your email address and password. Click on Your Registration at the right side of the page.) Select your hotel (or "Other") from the list under Registration Options.

Picking up Conference Materials We make picking up your conference materials easy. We endeavor to bring most of your conference materials, including your name badge, to you in advance. The packet we bring also has an "I've arrived" form for you to turn in at the registration desk during the workshop or paper session days in exchange for your conference backpack. Here is how it works:

If you are staying at one of the two conference hotels, when you check in, ask for your conference packet. If you are staying elsewhere, we will bring your papers on your excursion bus. If you attend only the workshop and paper sessions, pick up all your materials from the registration desk.

Don't be a No-Show. If for any reason you are unable to attend the conference, please let us know as soon as possible. Delegates who plan to attend your presentation will be disappointed if you are not there. If it turns out in the next month that you are unable to attend, you can prepare a virtual presentation for the conference. We have placed instructions for preparing a virtual presentation at <http://Virtual.InformingScience.org>

Vietnamese Food. Smartours.com asks "Do you love to try new foods" and offers these ideas for you foodies

- Pho. Pronounced "fuh," this soup is typically made with chicken or beef stock, rice noodles, and thin slices of chicken or beef. Pho is often served with bean sprouts, Thai basil, and other herbs on a separate dish so you may flavor your noodle soup to taste.
- Banh Mi. This delicious sandwich combines French ingredients like pate, and baguettes with Vietnamese ingredients like pickled carrots, white radish and coriander.
- Bun Cha. This noodle and pork dish is a popular lunchtime meal, especially in Vietnam's capital city of Hanoi. Bun Cha is served with fish sauce and broth, and can be found at street-side restaurants.
- Goi Cuon. Often called Vietnamese Spring Rolls, this is the perfect thing to order if you'd like something healthy. These spring rolls are made with a translucent wrapper with vegetables, and a small sliver of seafood, meat or shrimp inside!

Please let us know if you have any questions or comments. See you soon.

=eli and Betty
Eli Cohen and Elizabeth Boyd