

Conference—Guidelines

The following guidelines will provide you with important information and instructions to prepare for your travels and your presentation.

1. Conference Venue and Office

Venue:

Philosophicum (Building), Fachbereich 05, Philosophie und Philologie
University Campus, Johannes Gutenberg-Universität Mainz, Jakob-Welder Weg 18, 55128
Mainz (see campus map on the conference website)

Office:

Philosophicum, Room P 107.

2. Registration form—Deadline 15 August 2017

Fill out the attached registration form and return it to the conference

office: Anette.Vollrath@uni-mainz.de

3. Accommodation

The attached form also contains information for making hotel arrangements. Hotels in the vicinity of the conference venue are:

Hotel Königshof Mainz
AC Hotel Mainz
InterCityHotel Mainz
Advena Europa Hotel
B&B Hotel Mainz-Central Train Station
Hotel Römerstein

More information about traveling to Mainz is available on the conference website. Please use the link “Locations and Directions” that you find online.

4. Session information

Presentation timings:

Panel presenters: **20 min.** (NB: if there are 3 presentations)

Workshop presenters: **45 min. max.**

Roundtable speakers: **8 min. max. each**

NB: There are a few panels with two papers. In this case only, you may create a 30-minute presentation.

In order to keep the sessions running to schedule and allow questions from the audience it is very important to keep the presentations within the allotted time.

Each session will be allocated a chairperson responsible for introducing the speakers, controlling the time of the sessions and facilitating questions. Your chairperson will be in contact with you before the meeting.

The venue floor plan with final location of the session rooms will be available on the website shortly.

5. PowerPoint presentation submission—Deadline: 28 September 2017

All conference rooms come with AV equipment and computers. If you produce a PowerPoint presentation submit it in advance of the conference in order to make necessary arrangements for downloading your file onto the computer in the conference room.

Please submit your PowerPoint presentation to: scheidung@uni-mainz.de

Back-up copy: As a precaution, bring a copy of your PowerPoint presentation on a USB memory stick.

If your PowerPoint presentation contains audio or video files, you must inform the conference office (Anette.Vollrath@uni-mainz.de) in advance to ensure the necessary technical arrangements can be made.

6. Handouts

Presenters have the option of providing handouts to accompany their presentation. Please send copies of handouts (PDF) to the conference office (Anette.Vollrath@uni-mainz.de) in advance. There will be tables at the entrance of each conference room where handouts of the presentations will be made available to attendees.

7. Contact

I will get back to you with more information in late August.

If you have any questions or need additional information about accommodation arrangements or the conference, please contact: Anette Vollrath

Tel: 49 6131 39-22357

Fax: 49 6131 39-25577

Email: anette.vollrath@uni-mainz.de