Welcome to MNS2019, Marrakech
Important logistic information

Dear all participants of MNS2019,

As our meeting is approaching fast, we thought that the following points would help us to make this event more pleasant for all of us:

1. **The final program** is attached with this email and is published in the meeting website mnsmeeting2019.com. A hard copy of the **MNS2019 Proceedings** will be distributed at registration desk.

2. **Hotel booking** information is available through *SiroccoEventours* for those who have used the hotels recommended by the meeting organizers. Hence, if you have any question please write to mns@siroccoeventours.com.

3. At your arrival in **Marrakech International Airport**, there are a lot of taxis (yellow color) in the parking area in front of the main exit. The airport is at 15-min drive from the venue in Hotel Atlas Medina/Asni located at Mohammed VI avenue (costs around 10-15€). The train station is at 5-min drive or 15-min walk from the venue.
For those who are travelling first to Casablanca, there are direct trains from the airport to Marrakech train station with a train change in Casablanca station.

4. **Registration** will be open in Rissani hall at Hotel Atlas Asni on Saturday 22nd afternoon and on Sunday 23rd all day. **The venue** of the meeting is Hotel Atlas Asni (Rissani room and Tichka room) and hotel Atlas Medina (Tinmel room and Imlil room) on the same site. The two hotels communicate through a garden.

5. We will have **two social events** which are planned to be in open areas. The **welcome reception** will take place at hotel Atlas Medina. Since the hotel will have other guests, our group will be identified with our badges. To avoid any misunderstandings with the hotel staff, we would encourage all participants and their accompanying persons to bear their badge.

6. If you wish to attend the **gala dinner** which will be held "Chez Ali" on Wednesday 26, we would welcome you to purchase tickets either through our website or pay directly at the registration desk (55€). Additionally, please ensure to make the payment before the 24th of June at the registration desk. Transportation will be available for this event

7. **Information for speakers and chairpersons**

The presentations in the symposia are 20/25-minutes long depending on the number of the speakers in each symposium. Five minutes should be kept for discussion.

Oral Communications are 10-minutes long including questions.

A workshop will be organized by Elsevier Tuesday 25th at 16:40 on "how to get a paper published". Please send an email to **jneumeth@um.edu** in order to register for this workshop.

The role of the chairperson is to monitor speaking and discussion times and to lead the discussions. Chairpersons control the switch between presentations. All speakers must submit their presentations before the start of their session in order to check their slides with the technical staff.

Multimedia Considerations and Slide Preparation

Presenters: Make your presentations compatible with on-site audio/visual specifications.

Please be aware that the screen in Rissani Room will be 16:9 while the screens in Tichka, Imlil and Tinmel rooms will be 4:3 widescreen format.

Speakers can upload their presentations during coffee breaks and lunches at any time from the beginning of the Conference and do not need to wait until the day of presentation. Speakers in morning sessions are strongly advised to pre-load their presentation the day before.

8. Data presentation

If using a PowerPoint presentation (or any other PC based application), please note you need to bring it on a USB Memory stick and load it on the Conference computers available in the session rooms.

Please note that the conference computers are being supplied with Office 2017.

If combining video films with PowerPoint, please make sure to check it in the session room where your lecture is taking place during a coffee or lunch break prior to your session, at least 20 minutes before the start of the session.

Alternatively, you may supply your own laptop computer. In such a case please confirm that it has a VGA socket for external signal and come to check it first in the session room where your lecture is taking place during the coffee or lunch breaks.

Important note for Macintosh users.

In order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before loading on a PC computer.

- Use a common font, such as Arial, Times New Roman, Verdana, etc... (special fonts might be changed to a default font on a PowerPoint based PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

Alternatively, you may use your own Macintosh laptop computer. In such a case please confirm you provide it with a VGA adaptor for external signal and advise the operators about it in the session room where your lecture is taking place prior to your session.

9. Poster information

Poster presentations take place in the Poster Area next to Rissani Room from Sunday through Thursday, June 23-27. Authors are requested to be in attendance at their poster for discussion, as scheduled below:

Session # 1
Sunday June 23rd – Monday, June 24th: Attendance on Sunday 23rd (19:30-20:30)

Session # 2
Tuesday, June 25th – Thursday, June 27th: Attendance on Tuesday25th (19:30-20:30)

Please find your board number by locating your abstract on the programme book. You should display your poster on the board number assigned to you.

Poster boards are 2 meters high and 1.25 meter wide (portrait format).

Posters can be affixed by double-sided adhesive tape, available at the Poster Assistance desk onsite. Posters should be mounted at 08:00 am. Removal: Posters from each session must be removed imperatively at the end of the session. Please respect this removal so that the following poster presenters can mount their material.

The organizers cannot be responsible for posters not removed by the above stated time.