

## **Practical Information for Attending ICOFE 2016**

Warm greetings from the Open University of Hong Kong (OUHK)! We look forward to welcoming you to OUHK in Hong Kong SAR, China. A set of practical information has been prepared for your reference. You are strongly encouraged to read all the points below to prepare your trip to ICOFE 2016.

### **A. Travel to Hong Kong**

#### **A1. Climate and weather**

Hong Kong has a sub-tropical climate with distinct seasons. In its summer (May to August), the weather is often sunny and also common to be hot (27°C – 32°C on average) and humid with occasional showers and thunderstorms. It is advisable to bring an umbrella with you just in case you need it. You can find the weather forecast from the Hong Kong Observatory website (<http://www.hko.gov.hk/wxinfo/currwx/fnd.htm>).

#### **A2. Currency exchange services**

The legal currency in Hong Kong is the Hong Kong dollar (HKD), which is pegged to the US dollar at a rate of about HKD7.8 to USD1.0. Slightly lower rates may be used at currency exchange shops (including those at the Hong Kong International Airport).

#### **A3. Electricity and voltage**

The standard electrical voltage in Hong Kong is 220 volts AC, 50Hz. Some hotel bathrooms also have outlets for 100 volts. For the electric appliances, you may need a transformer. The majority of electrical outlets in Hong Kong take a three-pronged UK-style plug. You can buy an adaptor for your electrical equipment at most convenience stores.

#### **A4. Transportation**

Travelling around Hong Kong is easy and convenient. There will be no transportation service between the airport and hotels. However, at the airport, you may easily find public transport means to your destinations. You can find the transport network connecting the airport with downtown from this leaflet:

<http://www.hongkongairport.com/leaflet/transport.pdf>.

## **B. Participation to the Conference**

### **B1. Conference venue**

The address of the Conference venue is as follows:

Jubilee College, the Open University of Hong Kong

81 Chung Hau Street, Ho Man Tin, Kowloon

九龍 何文田 忠孝街 81 號

香港公開大學 銀禧學院

(紅磡警署隔鄰)

(You may show this Chinese address to a driver if necessary.)

### **B2. Programme schedule**

Please refer to the Conference website (<http://icofe2016.ouhk.edu.hk/e-programme.html>) for the programme schedule of ICOFE 2016, and arrive on time accordingly.

### **B3. Registration**

The registration counter is located on 1/F Multi-Purpose Hall, Jubilee College, the Open University of Hong Kong. The counter will be opened on 16 – 17 July 2016 from 8:00 am to 9:00 am. Upon registering at the counter you will receive a set of conference materials.

### **B4. Information for oral presenters**

You can check your respective presentation slot(s) with regard to its time and venue at the ICOFE 2016 conference website: <http://icofe2016.ouhk.edu.hk/e-programme.html>.

You will most likely have up to 10 minutes for your presentation and 5 minutes for the Q&A. (The actual time available for each paper presenter may vary.) Please follow relevant instructions from the Chair of your session.

Please arrive at your presentation venue and report to the session Chair at least 10 minutes before the start of the session. You are also requested to load your presentation slides onto the computer in the presentation room in advance to ensure smooth transition between presentations.

We expect all papers to be effectively presented with a clear and comprehensive set of presentation slides. No word-for-word reading from a script will be acceptable. Oral presentations must be well prepared and spontaneous. Each should focus on key points only.

### **B5. Internet connectivity**

The Conference venue is WiFi enabled. You will find the WiFi account and password in the Conference Programme Book.