

INSTRUCTIONS FOR PARTICIPANTS TO FINAL DARTER MEETING

Remember to accept the eCOST invitation.

You should have received an email from eCOST and, particularly if you are going to be reimbursed, you need to accept it so that we may be able to process your claim. If you have any problems with this, please contact Ms Anita Remmelzwaal a.w.remmelzwaal@lumc.nl.

Print your name badge.

Please remember that we organise this meeting on a shoestring, so help us by printing your own name tag. Please find the attached the file with the instructions, create your badge, print it, and bring it with you to the meeting.

Prepare and send US your talk.

We have A LOT of talks, so we need to make sure we load them with enough time to avoid running late: YOU WILL NEED TO SEND YOUR TALK BEFORE THE MEETING. Please email them to dartar.meeting@gmail.com by the 20th of February.

Instructions for PI Pitches

The elevator Pitches of the PIs are aimed to network and identify new collaborations within DARTER. We expect from you to give a brief overview of your research and the models and techniques you use, so other attendees can know what you do and approach you during the coffee breaks to hopefully consider new collaborative projects. Please do not use this spot to present data. **You have exactly 5 minutes with no questions.**

Instructions for Poster Teasers:

As the name indicates, the idea is that you give a teaser in **2 minutes** to attract people to your poster during the corresponding session. Bear in mind that the aim is not to give a super-fast summary of all the results, but to say few words that will make people want to visit your poster and see all the results and specific details there.

Instructions for Presentations

For selected talks, you have 10 min + 5 min Q&A. Please adhere to the time. For invited speakers, this has been indicated to you directly and it is also indicated in the program.

Remember that **we will be very strict with timekeeping**, you may have as many slides as you wish, but you will be unceremoniously taken down from the platform if you run out of time.

We will **offer some very basic streaming of the meeting** to participants that could not attend in person, and it will not be recorded, but please let us know if you'd rather not have your talk streamed, otherwise it will be.

Update your profile in our webpage.

Remember that we want to be able to find each other after the meeting and we have a great tool: use it. Update/create your profile on our website: <https://antisenserna.eu/members/> . If you have problems with it, please contact Dr Francisca Coutinho: francisca.coutinho@insa.min-saude.pt

Book Social Activities

Social evening activities will be individually booked and paid for. You may find a list and how to join here: <https://antisenserna.eu/social-activities-darter-cost-final-meeting/>. **Check this as soon as possible as some deadlines apply.**

Print and bring your poster.

Posters should be preferably in A0 portrait format, but you are welcome to bring any posters you have, regardless of the format. The poster holder we have hired have a surface of 191x95 cm (H/W).

Bring your own biscuits.

We have found some sponsors to be able to offer you food at lunch breaks in the poster's area. However, coffee breaks will only include coffee, tea and water. Therefore, in true DARTER tradition, we encourage you all to bring (and share) your favourite local biscuits to the meeting. As you may remember from previous meetings, we do not want fancy cookies, we like best the kind of supermarket biscuits your grandma may buy in family-size packets (in Spain this would be "galletas Maria" or "chiquilin", in the UK "cream custards" or "bourbons"... cheap biscuits). We love being able to discover biscuits from all over Europe, so do share your biscuit stories at coffee breaks.

The meeting venue (Bizkaia Aretoa)

The meeting will take place at the main auditorium of the Bizkaia Aretoa, (Abandoibarra Etorbidea 3, 48009 Bilbao, Spain):

<https://goo.gl/maps/zHBGQGpTKg3rTYuA9>

If you are travelling from the airport, the cheapest route is to take the **bus to Bilbao**: As you exit through the arrivals gate at the airport, turn to the right and walk until the right corner of the airport (1 minute). You may buy your tickets at the ticket booth next to the bus stop. The bus runs every 20 minutes and takes 15-20 minutes, to Bilbao's city centre. **Insider's tip**: if you sit on the right side of the bus, you will have a nice view of the Guggenheim museum as you enter the city.

** If you are in a hurry, a taxi from the airport would take around 15-20 minutes and costs 25-30€. If you are getting a reimbursement, remember that local travel expenses are not reimbursed, they are included in your daily rate, so you may/may not decide to use a cheaper option.

These are the stops of the airport bus:

The closest bus stop coming from the airport is the first one, "Rekalde", while "Moyua" is the closest underground stop.

Sign the Registration form EVERYDAY.

Everyone should sign it, but this is particularly important for those claiming reimbursement, as it cannot be processed if there is no signature.

Ms Anita Remmelzwaal (a.w.remmelzwaal@lumc.nl) will be there in person to collect the signatures, please find her and say hi. She is also in charge of processing reimbursement claims, so offer her some of your biscuits. Although bribery will not work if you do not sign, she may feel valued and not despair under all the paperwork after the meeting.

Take pictures/use social media.

Remember to tag @AON_delivery if you are using twitter. The hashtag for the meeting is #DARTERmeeting. If you want, you may also tag @COSTprogramme. If you are using other social media, also tag #DARTERmeeting

If you stay for longer:

For information on Bilbao and the Basque Country, you may check this page: <https://tourism.euskadi.eus/en/top10/towns/bilbao/aa30-12376/en/>

After the meeting

If you are claiming reimbursement, please do it as quickly as possible after the meeting, as all claims need to be processed at the same time. (As they are many, it may take a while to process them all).