

Important Information

Official Conference Opening

Monday: 18:30 pm at Salao Gaviao Real
Cocktail will be served
Musical show – EMBAUBA band performing regional music.
Transportation back to hotels will be available at 21:00.

Registration Hours

Early Bird: Sunday: 13:00 – 18:00. **Avoid long lines.**

Regular time: Monday – Thursday: All day

Registration Services

Staff will be on-hand to process late registrations, provide certificates of attendance, print guest badges and answer any questions related to the registration process.

Transportation

The conference will have buses running between some hotels in the area and the Studio 5. Please check the attachment for routes and schedules.

Hotels closest to Studio 5 with rooms still available:
SLEEP INN MANAUS
reservas.smao@atlantichotels.com.br (.1 mile to Studio 5)

COMFORT HOTEL MANAUS (.5 miles)
(55) 92 2123 8999
reservas.cmao@atlantichotels.com.br
Reservations: (55) 92 2123 8999
(.4 miles)

Mention the LBA conference for discounted rates.

Presentations:

Talks

Talks should be 15 minutes for presentation and 5 minutes for questions and transition.

The preferred language is English, but Portuguese is acceptable if the speaker is unable to present in English.

Please bring a copy of your final presentation, formatted for PC running Windows, on a CD or pen drive to be delivered to the DIS (Data and Information Services) when you arrive at the meeting. This way we can guarantee that your presentation will be uploaded onto the laptop assigned to the meeting room for your presentation.

Poster Guidelines

Posters should be 1.2 m high and up to .90 m wide. Push pins will be provided.

Posters may be presented in English, Portuguese, or Spanish. If you would like to have your poster presentation available online after the conference, please deliver a copy on a CD or USB to the secretariat.

Poster Location and Display Time

Presenters have been assigned 2-day time slot with which to display their posters.

Presenters on **Sessions A and B** will display on Monday and Tuesday. Presenters on **Session C** will display on Wednesday and Thursday. Location and display time information for each poster will be available on the back of participant's badge and in the conference information packet. Staff will be available at

the poster area to provide assistance and answer questions.

Emergency contact numbers

+ 55-92 3216 3169
+ 55-92 3237 3238
+ 55-92 3237 3482

Celebration Dinner

At the Fellice Pub & Restaurant located at the Studio 5 area. Tickets are still available at the front desk.

Facilities Desk

Monday – Thursday: 8:00h – 1800h

Staff will be available to assist you with your poster location, and other on-site needs. Push pins, tape, and scissors will be available for your use. Additional supplies may be available. However, if you have special needs for your poster presentation, we suggest you bring those supplies with you to the meeting.

Weather

Rainy, average temp 30° C. Umbrella is recommended.

Message and Information Board

Near registration desk - All day

This central information center is accessible to anyone trying to contact meeting attendees. Please check these boards regularly in case other attendees are trying to reach you. Outside of registration hours it is recommended that messages be left at the attendee's hotel.

Press Room

Monday – Thursday: all day

The conference operates a press room and holds news conferences as part of this

international meeting. News releases and copies of journal articles about research being presented at the meeting are made available to reporters in the press room and At:
<http://lba.inpa.gov.br/imprensa/imprensa.php?setLang=eng>

Refreshments

Coffee Break: from 16:00 – 18:00h
Water and coffee stations will be in the main areas.
Lunch is not provided but can be found at the Studio 5 Shopping food court.

Special Needs

During the meeting, contact someone at the registration area if you require special assistance.

Wireless Internet

Limited access is available at the Main Hall Gaviao Real.

Lost and Found

Look for lost items at the front desk.
Monday – Thursday - All day.

ATM Machines

Available at the Studio 5.

Safety

City: Some areas in Manaus may be unsafe. **Caution is recommended, especially at night.**
At Studio 5: Please carry your belongings with you at all times. The conference is not responsible for lost or stolen items.

Business Services

Not available at Studio 5.

First Aid

Consult the Front Desk
Monday –Thursday: 0800h – 1800h

A certified CPR individual will be on-call during regular meeting hours to provide basic first aid services and supply items such as bandages, acetaminophen, Tylenol, etc. Hospitals are available nearby.

Visas

An entry visa is required in Brazil. Consult your local Brazilian consulate for details.

Air travel

The secretariat will not be able to assist participants with their travel needs, including reservation changes. If you need to make any changes, please call the airlines directly. See airlines' list below.

Trip	(19) 2139-3100	www.voetrip.com.br
Total	(31) 3343-8600	www.total.com.br
TAF	0300-313-2000	www.voetaf.com.br
RICO	(92) 36521696	www.voerico.com.br
Tam	0800-970-5700	www.tam.com.br
Varig	0300-115-2121	www.varig.com.br
GOL	0300-789-2121	www.voegol.com.br

Associated meetings

Meetings will take place between 16:30 – 19:45. Some are open to the public, others will have restricted access. Please check the conference program for more details.

Restaurants and city social events

Available in the conference program.

City and boat tours

Consult Orcal Turismo at please contact the ORCAL TURISMO

orcalplanet@orcalplanettour.com.br

For other logistics questions during the conference, please contact the support staff or the front desk.