

Dear Delegate,

Thank you for participating in the World Universities Forum! We are pleased you will be joining us in Hong Kong at the Hong Kong Institute of Education and hope you are looking forward to coming together with colleagues and members of the Universities community this January.

In preparation for the conference, we have put together some information that we hope will prove useful to you as you begin to prepare for the conference and your arrival in Hong Kong. In this document, you will find information such as transportation information, a map of the Hong Kong Institute of Education, conference registration information, presentation information, and paper and journal information.

This packet is a starting point for your preparations, and we realize you may have some additional questions after reviewing the material here. For any questions that remain, please contact the conference secretariat at support@ontheuniversity.com.

We hope your planning goes well, and we look forward to meeting you in Hong Kong!

Best regards,

Jenna Stoia
Conference Producer, World Universities Forum

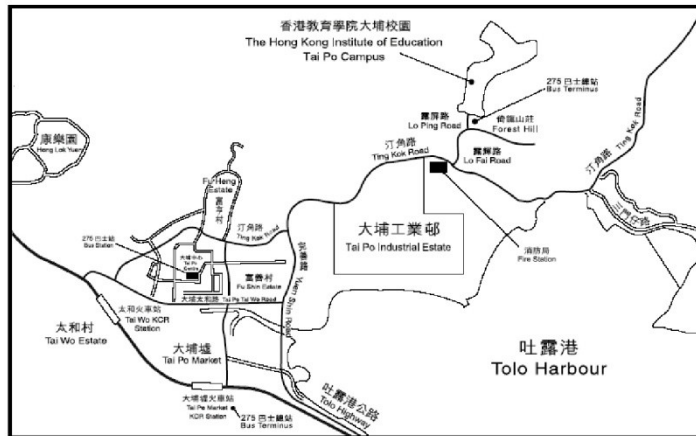
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MAPS

MAP OF HONG KONG INSTITUTE OF EDUCATION WITHIN THE TAI PO NEW TERRITORIES

Location map of the HKIED
香港教育學院位置圖



MAP OF THE HONG KONG INSTITUTE OF EDUCATION

The Hong Kong Institute of Education
Tai Po Campus
香港教育學院大埔校園



TRAVEL INFORMATION

TRANSPORTATION FROM THE AIRPORT TO VARIOUS HOTELS

You can access the Airporter Express train by walking immediate beyond the Customer Service Centre in the Arrival Hall A & B and straight onto the train platform. The train departs every 10 mins. It is a very convenient and economical means to travel to Hong Kong Island (25 mins). It is serviced by the Complimentary Airport Express Shuttle Service to/from hotels to the train stations.

More Information is available at:

<http://www.mtr.com.hk> (or pick up the leaflet in the luggage collection hall along with other tourist information leaflets).

[Kowloon & Hong Kong Airport Express stations also offer airline check-in facilities for your departure. You simply show your Airline ticket and an Airporter Express ticket, and you will be able to check your luggage in up to 12 hours in advance of your departure time. You also receive your boarding pass. This leaves you free of luggage for the rest of the day/evening and time to do last minute things in Hong Kong without your luggage. You simply return to the Airport Express Station to catch the Airporter Express in time for your flight].

For conference participants making their way from the airport to the *Royal Park* hotel in Shatin (sometimes written as Sha Tin), in the New Territories, the alternatives are either a bus (very reasonably priced) from the airport or a taxi (fine if you can share the cost between two or three).

Reasonably priced buses are A41 for \$21HKD or E42, which is a little slower for \$13.60HKD (up to 60-80 mins to reach your destination but you certainly get to see a good view of Hong Kong as you drive in, especially if you get a front row seat on the top deck) – alight at the Shatin bus exchange for both hotels. English announcements are made for each stop.

Participants staying at the *Royal Park* hotel can take the short walk to the hotel from the bus exchange. Go to the hotel's website for a diagram of its location. Airport buses all look the same except for the number which indicates the destination – please see below.

To access buses and taxis at the airport walk beyond the Customer Service Centre and down the internal ramp from the arrival halls to the exit where it opens up on the left to bus bays where signposts showing each bus' departure position.

On the right is the official taxi rank. Avoid offers of a ride to your destination from unofficial persons who may approach you as you exit the Airport via the ramp. If travelling to Hong Kong Island or Kowloon – take a red taxi (40-50 mins). For destinations in the New Territories – e.g. Tai Po (where the conference venue is) (60/90

mins) or Shatin (40/60 mins) for the Royal Park or the Hyatt hotels – take a green taxi – although a red taxi can travel to New Territories destinations as well.

Check prices for taxi rides to various destinations at
<http://www.hongkongairport.com/eng/transport/to-from-airport/taxi.html>

CONFERENCE INFORMATION

REGISTRATION DESK HOURS

The World Universities Forum will begin on 14 January and end on 16 January. Each day, the conference will begin at 9:00. Each day, the conference will end before 17:00. The registration desk will open each day an hour prior to the start of the conference and will remain open each day for the duration of the conference.

PRESENTATION INFORMATION

Equipment:

Each parallel session room is supplied with a projector and a laptop for your convenience. Please be sure to bring a thumb drive containing your presentation.

Program:

The current draft can currently be found online at <http://www.ontheuniversity.com/conference-2011/program> . In addition to this, you will receive a program booklet at the conference with the final schedule for the plenary and parallel sessions.

Online Presentations:

Online Presentations can be viewed through our YouTube Channel at <http://www.youtube.com/group/ontheuniversity> .

These presentations are made by both our virtual registrants and our in-person participants. Whether you are presenting at this conference, or are a virtual participant, we encourage all participants to present on the World Universities Forum YouTube Channel. Here are two suggestions:

1. Record a video of your presentation before or after the conference, or ask a colleague to record a video of your presentation at the conference, and then submit it to our YouTube channel.
2. Create a PowerPoint presentation with voice-over before or after the conference, or record the audio of the presentation at the conference, then link this to the PowerPoint presentation.

These presentation recordings will be published to YouTube with a link to your session description on the conference website, and (if your paper is accepted to the journal), a link to the abstract of your paper on the journal website.

For instructions on how to create and upload these presentations, visit the conference website at <http://ontheuniversity.com/conference-2011/online-presentations/> .

PAPER AND JOURNAL INFORMATION

Submission Timeline:

Whether you participate in the conference as a virtual registrant or as an in-person delegate, you are invited to submit a paper for consideration in *The Journal of the World Universities Forum*. **The final date for submitting your paper for consideration is 16 February 2011.** This will guarantee that your paper is reviewed through our one way blind refereeing process.

More information on submitting your paper to *The Journal of the World Universities Forum* can be found at <http://ontheuniversity.com/journal/publish-your-paper/> . At this site you will find extensive information about the submission process, author guidelines, the editorial quality of our journal, and the publications process. This information will also be available in the conference program.