



# ICML XVII 22-24 May 2019

17th International Conference on Minority Languages | Ljouwert/ Leeuwarden (NL)

## VENUE

Westcord WTC Hotel Leeuwarden  
Heliconweg 52  
8914 AT Leeuwarden

The conference venue is within walking distance of the city centre and the central station (15-20 minutes walk).

The Westcord WTC Hotel Leeuwarden is also the conference hotel and offers enough parking space for those who arrive by car. You can park at parking lots B2 and B3 for free. When you leave the parking lot, you need to scan your ticket at the information desk of the hotel.

## REGISTRATION AND INFO DESK

Email: [icml@fryske-akademy.nl](mailto:icml@fryske-akademy.nl)

Tel.no. mobile (Whatsapp / Telegram):

+31 (0) 6 413 38 799 (Cor – ICML organisation)

+31 (0) 6-499 34 177 (Inge – ICML organisation)

+31 (0) 6-140 61 040 (Marlous – ICML organisation)

The Conference Registration and Info Desk will be in the lobby (ground floor) of the Westcord WTC Hotel Leeuwarden. It is open on Tuesday evening (20:00-21:00 hrs.) and during the conference days. If we can assist you with anything, please let us know.

Members of the organising committee can be recognised by their keychains with the Frisian flag on it.

## CONFERENCE MATERIAL AND BADGE

All participants must register onsite at the Conference Info Desk during the first conference day in order to receive their badge and conference materials. We kindly ask you to wear the badge during the conference and also during the social event on Thursday evening.

## PRESENTATIONS: PAPERS

- If you are presenting your paper, please bring your presentation on a USB-stick. We have computers with Windows software ready in every room.

- Not all computers have a HDMI-output: please bring the appropriate cables and plugs with you if you insist on using your own devices.
- Please make sure that your presentation is uploaded on the conference computer and ready to start at the beginning of your session (one 1,5 hours session contains three presentations). You could upload your presentation during lunch or coffee break.
- The duration of each presentation in a session is 20 minutes and 5 minutes for discussion.
- There will be 5 minutes of changeover time. The chairs will take care that the time schedule is followed. The session chair is asked to interrupt presentations that last longer than their allocated time.
- If you encounter any technical issues, you can contact a member of the organising committee or ask the chair to contact them.

## PRESENTATIONS: POSTERS

- You can put your poster up for display on Wednesday morning.
- Posters should be in a size A0. Portrait and landscape orientation are both fine.
- It could be an idea to attach a small bag with your business cards or flyers to the poster board.
- You can present your poster to the ICML participants during the scheduled poster session on Thursday from 15:00-16:00 hrs.
- If you want to use a laptop or tablet, please bring your own device.

## COFFEE BREAKS AND LUNCHES

Coffee, tea and refreshments will be available for conference participants during the scheduled breaks. They are included in the conference fee, and will be served in the central hall.

During lunch we serve soup, sandwiches, warm snacks, fruit, coffee, tea, orange juice and mineral water. There will be a special table with vegan and vegetarian meals, this is only available for people who have indicated a vegetarian or vegan preference.

There will be special meals prepared for the people who have indicated that they have an allergy or other dietary needs or preferences. If you indicated a preference or allergy upon registration, please go to the bar during the breaks, and you will receive a meal specially prepared for you.

## WIRELESS NETWORK (WIFI / WLAN)

At the conference venue, there is a wireless network available: WTC Plaza

## LANGUAGE POLICY

English is the official language of the conference. We encourage the use of other languages in slides, handouts, and so on.

There will be three International Sign Language interpreters and two British Sign Language interpreters present at the conference. Seats at the front row of every room are reserved for our hearing-impaired participants. The interpreters will be seated next to the speakers.

## CONFERENCE ROOMS

The rooms of the conference sessions are marked in the conference programme.

There will also be timetables next to the conference rooms' doors showing you what takes place and when. Conference staff are also happy to assist you with finding sessions.

## NOTICEBOARD

A noticeboard will be posted near the Conference Info Desk. Possible changes and updates to the programme will be announced on the notice board at the start of each conference day. All messages for participants will also be placed on the notice board.

## CLOAKROOM

There is a cloakroom at the conference venue. The cloakroom is not attended, so please do not leave your valuables there. The Westcord WTC Hotel has a special cloakroom for suitcases and large pieces of luggage.

## SOCIAL PROGRAMME

### Welcoming reception Tuesday 21 May 2019

On behalf of the King's Commissioner drs. A.A.M. (Arno) Brok you are invited to the welcoming reception on Tuesday 21 May from 20:00-21:00 (and then till late...) at the conference venue, Westcord WTC Hotel. First drinks are on us!

### SOCIAL EVENT THURSDAY 23 MAY 2019

The social event on Thursday 23 May starts at 17:00 o'clock. We take you on a cruise on the Frisian waters with the Frisian Queen on which you can enjoy the view and a lovely dinner. The first few drinks are on us, if you desire more, you can buy drinks yourself.

**Please note** that only guests who have indicated to be present at the social event can join.

We therefore want to ask you to wear your badge when entering the boat, so we can check your registration.

**Please note** that only cash money is accepted aboard the Frisian Queen.

# PRACTICAL INFORMATION FOR YOUR STAY IN LEEUWARDEN:

## CREDIT CARDS AND ATMs

Most international credit cards (Visa, Eurocard, MasterCard, American Express, Diner's Club etc.) are accepted in shops, hotels, and restaurants. You can find ATM's in the city centre.

## ELECTRICITY

The electric current in the Netherlands is 220V (230V), 50 Hz.

## HEALTH SERVICES

Emergency health care is available at the hospital Medical Centre Leeuwarden (MCL, Henri Dunantweg 2, 8934 AD Leeuwarden).

The emergency number in The Netherlands is 112.

## SMOKING POLICY

Smoking is prohibited indoors in public places, like in cafés, restaurants, public transportation and so on. You are only allowed to smoke in the designated smoking area outside the conference venue.

## TIPPING

Tipping is nice, but not necessary.

## TRANSPORTATION (LOCAL)

### **By bus (Leeuwarden city centre <--> WTC Expo)**

At the bus/railway station, take regional line 70, 71 or 97, which stops right behind WTC Expo. This trip takes only 6 minutes. For departure times, go to [www.9292.nl](http://www.9292.nl).

### **By taxi (Leeuwarden city centre <--> WTC Expo)**

You can take a taxi from the central station. It is only a few minute drive and will cost you approximately €7 - €10. If you travel from another location in Leeuwarden, please ask your hotel reception to call a taxi, or call one of these taxi companies yourself:

Taxi Jelle: +31 (0)6-45554555

E-tax: +31 (0)58 - 8443656 / +31 (0)6-41253205

Taxistation: +31 (0)58- 2300300

### **By bike**

The easiest way to get around Leeuwarden is by bike. Leeuwarden is a small city and just like every other Dutch city, everyone rides a bicycle. To commute, to do groceries, to bring the

children to school and to explore the city and the charming villages that surround it. You can rent a bike at the Tourism Office (VVV) , or at Bicycle Station 058, or you can rent one at the central station (OV-fiets), but then a Public Transport Card is required.

You can also rent a bicycle at the conference hotel WestCord WTC Leeuwarden. The hotel has a limited amount of bicycles, so please make a reservation for this special service when booking your accommodation.

## RAILWAY MAINTENANCE ON SAT. 25 & SUN. 26 MAY

Are you traveling south (Zwolle/ Schiphol Airport) from Leeuwarden on Saturday or Sunday by train? Please allow an hour of extra traveling time due to railway maintenance. For an up to date journey planner, go to [www.ns.nl/en](http://www.ns.nl/en).

## PUBLIC TRANSPORT STRIKE (28 & 29 May)

If you are planning to stay a little longer in The Netherlands, please be aware that there are plans for a public transport strike in a large part of the country on Tuesday 28 May, and perhaps also on Wednesday 29 May. This was only recently announced. For the latest news about this strike, please go the Info Desk.

## TOURIST INFORMATION

The tourist information office (VVV) is nearby the train station: Sophialaan 4, 8911 AE Leeuwarden.

## WEATHER

The weather in May can vary from quite cold to extremely hot. On average the temperature will be between 15 and 25 degrees Celsius. Please consult the weather forecasts or go to the Info Desk for the latest weather update.

## ELECTIONS

The European elections take place between 23 to 26 May 2019. Don't forget to vote! (or to authorize someone to do it for you).

## FEEDBACK ON THE CONFERENCE ARRANGEMENTS

After the conference the conference organisers will email you an electronic feedback form. We would appreciate it if you take the time to fill in this questionnaire.