

Practical Information

Below you will find some practical information on the organization of the congress and its location. If you have questions, do not hesitate to ask any organizer or student assistant. We are here to help you!

Congress Venue

The Main Building of the Vrije Universiteit (VU) is situated at the south side of Amsterdam and easily reached by car or public transportation (tram, bus, train). The VU is located close to the Amsterdam Ring Road A10, a 10 min commute from Schiphol Airport by either car or train. The commute between Amsterdam City Center and the VU takes 25 min by tram (numbers 5, 16, or 51). Tram tickets are based on a zone system and a “strippen” card is required (or a multiday ticket)—this card cannot be obtained on the tram itself, but can be purchased at the post office, cigar shops, etc. The university complex is easily reached by car; however, parking can be a major problem. Paid and expensive parking is common in Amsterdam and in the university area. Free parking is available to the south, in the area of Buitenveldert, a 10 min walk away.

The Main Building of the VU is a typical Dutch 1970s office building: a lot of concrete, spacious and efficient. Inside, however, it is a pleasant working environment and an efficient and compact congress venue.

The congress will be held on two floors of the Main Building, connected by stairs and elevators. We apologize for the inconvenience that this may pose to wheelchair users, as the routing to the different locations is not always efficient. If you need any assistance, please do not hesitate to ask one of the student assistants or organizers.

The Congress Desk is located to the right of the main entrance (as you enter) on the ground floor. Also on the ground floor is the Restaurant and Bookshop, as well as rest rooms and public telephones. Dinner will be served in the Restaurant, to the right of the Congress Desk. The Preview Room, with PCs and a slide projector, is situated behind the Congress Desk.

The congress activities will take place upstairs, on the first floor of the Hall of the Main Building in the Auditorium and Foyer. The exhibition and poster areas are in the Foyer. This is also the area where coffee and tea breaks and the “active” lunch will take place.

Congress Desk

The Congress Desk is open from 0800 Monday until 1700 Wednesday. Ingrid Pijpers will be available for (late!) payments and/or reimbursements. In addition to your final registration and purchase of the congress materials and bag, Marjan Schot and Klary Koopmans will be there for any other questions you may have.

Throughout the congress, the official congress T-shirts will be sold here. Behind the desk is the Powerpoint or slide Preview Room. A student assistant will be available to answer your questions and collect your digital or slide material.

Student Assistants

A group of 10 student assistants is on hand to help with the flow and organization of the congress. They are responsible for many different tasks, both small and large. If you have questions, please ask them!

Powerpoint and Slide Preview

Presenters must submit their Powerpoint or slide presentations to the Preview Room, on the ground floor behind the Congress Desk. There, PCs and a slide projector will be available full-time. Powerpoint (disk, CD ROM, or memory stick) or slide presentations must be delivered to one of the student assistants in the Preview Room personally, at least 2 h prior to your presentation (and even earlier is better). The student assistants will forward the material to the projectionist and will transfer your information onto the projection computer. Coordinator: Timon van der Scheer.

Posters

Posters are presented in the Foyer, also the area for coffee and tea breaks, the exhibition, and lunch. Posters are to be fixed onto the designated boards (see your poster number in the abstract book) and will be displayed from 0800 Monday until 1700 Wednesday.

The official program sessions for posters are Tuesday and Wednesday, 1130–1230. Poster presenters are asked to be at their poster during these special poster sessions.

Use only velcro tape for the posters. Do not use pins! Velcro tape is available from any organizer. Coordinator: Thomas Janssen.

Exhibition

The exhibition area is on the first floor in the Foyer and is open from 0800 Monday to 1700 Wednesday. The exhibition area is set up according to the map, with designated sites for each of the companies. Coordinator: Kirsten Bijker.

Connectivity

You can be reached during the congress by telephone at +00 31 20 4445793, which rings at the Congress Desk. During the congress, internet-connected PCs are available in the exhibition area. Participants may check their email there. Internet connections are also available throughout the building. If you have any questions, please ask Stefan van Drongelen.

Publication

The abstract book is published as a supplement to the 2004 April issue of the Department of Veterans Affairs *Journal of Rehabilitation Research and Development (JRRD)*. A selection of papers will be published in a special *JRRD* issue to be published in late 2004 or early 2005. A second special issue of more technology-oriented contributions will be published by *Technology and Disability* around the same time. Coordinators: Lucas van der Woude and DirkJan Veeger.

Accreditation

This congress is accredited by the Dutch Society of Rehabilitation Medicine. Participants who require a statement from the organization can apply for it at the Congress Desk. Coordinator: Edmond Angenot.

Badge Identification Code

Please wear your identification badge at all times. The Main Building is open to the public, as is the congress venue. Badge identification is important, in the Auditorium, as well as in the poster, lunch, and exhibition areas. An identification badge color code will help you identify certain members of the congress organization:

Orange: Organizing Committee (Edmond Angenot, Kirsten Bijker, Stefan van Drongelen, Thomas Janssen, Marcel Post, Lucas van der Woude)

Green: Congress Desk (Marjan Schot and Klary Koopmans) and Financial Administration (Ingrid Pijpers)

Red: Scientific Committee and Session Chairs

Blue: Student Assistants

Purple: Keynote Speakers

Yellow: Presenters of Posters and Oral Material