

## **SMA\_10: Important information that all participants will want to know**

### **1. RECEPTION**

A welcome reception will be held at the conference hotel, the Marriott Courtyard Boston Cambridge (777 Memorial Drive, Cambridge) on Sunday night, June 8, 2014, at 7:30-9:30 p.m. Please join us in the Great Room, on the second floor of the hotel. A glorious sunset has been planned: Watch the sun dip behind the Charles River at 8:19 p.m. through the solid glass wall of the reception room. We are on the waiting list for a green flash.

Appetizers, snacks, desserts, and beverages will be available at no charge. All local and out-of-town participants are welcome. Evening parking at the hotel is available and free (see 7a below).

### **2. VENUE AND REGISTRATION**

The meeting will be held in the main ballroom on the third floor of the Marriott Courtyard. Registration and refreshments during the meeting will also be in the third floor hallway. The registration booth will open at 7:45 a.m. on Monday, June 9. The meeting will start promptly at 8:45 a.m.

**Important note:** There are \*TWO\* Marriott hotels in Cambridge. The meeting is at the Marriott Courtyard Boston Cambridge at 777 Memorial Drive (on the banks of the Charles River). I have instructed the front desk at the other Marriott in Kendall Square to record the names of all conference participants who arrive there. Those names will be read at the banquet for the amusement of all.

### **3. SUSTENANCE**

A light breakfast (fresh fruit, baked goods, yogurt, coffee, tea, juice) and lunch will be provided on both days. The banquet will be held on Monday night in the Marriott ballroom. Additional tickets (\$100 for guests) will be available at the registration desk until noon on Monday.

### **4. ORAL PRESENTATIONS**

All presentations will be preloaded onto a Mac computer. Please send presentations (in pieces less than 28 Mbytes) in Powerpoint, Keynote, or pdf format via email to

[sma10@cfa.harvard.edu](mailto:sma10@cfa.harvard.edu) or give it to Shelbi Hostler on a flash drive on Monday morning at the registration desk. If you have movies, make sure all necessary files are included. It would be most useful if presenters on Monday morning could get their presentations in asap so we can check them for compatibility issues on Sunday, June 8.

## 5. POSTERS AND POSTER BLAST

Posters will be grouped by topic and displayed at the back of the ballroom. Each poster should fit in a 4 ft. x 4 ft. space (e.g., landscape, portrait, and fractal boundary layouts are all fine). Posters can be hung on Monday any time after 7:45 a.m. and can remain up for the entire meeting. Pushpins will be provided. SAO reserves the right to display any posters abandoned after the meeting so as to impress visitors.

A poster blast (aka brief oral presentation) session will take place on Monday, June 9, at noon-12:30 (and another on Tuesday if needed). All presenters will have approximately 1 minute each to pitch their poster. To prevent information overload, we do not recommend that you project an image of your entire poster. To participate in the poster blast, you must notify the organizers at [sma10@cfa.harvard.edu](mailto:sma10@cfa.harvard.edu) and send two or fewer slides to be shown. Keynote, Powerpoint, and pdf presentations will be supported. Send your file to [sma10](mailto:sma10@cfa.harvard.edu) asap, and avoid the Monday morning rush to upload from flash drives.

## 6. ARCHIVE OF PRESENTATIONS

All presentations (oral and poster) will be organized for posterity on the SMA website. Please send your poster presentation (all oral presentations should be captured before the meeting) in pdf format to [sma10@cfa.harvard.edu](mailto:sma10@cfa.harvard.edu) if it is less than 28 Mbytes. If it is larger than 28 Mbytes, you can upload it to our site using the ftp instructions at <http://www.cfa.harvard.edu/sma/events/smaConf/files>, or you can give Shelbi Hostler a flash drive during the meeting.

## 7. MISCELLANEOUS

- a. Parking at the Marriott Courtyard is free during the daytime (overnight guests must pay). If the lot is full, free and safe parking is available in the shopping mall (Trader Joe's, etc.) on the east side of the hotel.
- b. There will be wifi at the conference. The username is "Ballroom"; password is "meeting."

c. If you need to store your luggage on the second day of the conference, please see the staff at the front desk of the Marriott Courtyard.

d. The weather in Cambridge in June is usually mild and delightful. The average maximum and minimum temperatures for the conference dates are 81/65F (27/18C). Rain is possible, although June and July are the driest months of the year, with an average rainfall of about 3 inches each month and 10 rainy days per month. The 10-day forecast, consulted on Wednesday, June 4, predicts clear skies on Sunday, June 8, with high and low temperatures of 80F/62F. For Monday and Tuesday during the conference, the forecast calls for chance of rain with temperatures of 79/62F and 74/62F. If you want to go for a swim, the average ocean temperature around Boston for this date is 57F (15C). The temperature yesterday in Walden Pond was 68F (20C).

e. Please consult the meeting website at <http://www.cfa.harvard.edu/sma/events/smaConf> for any late-breaking news. The latest program and abstract book will be posted there.