

Giving & Volunteering Research Conference 2009

VU University Amsterdam, July 9, 2009

Dear colleagues,

We look forward to an exciting *Giving and Volunteering Research Conference 2009*. In preparing your contribution to the conference, please note the following.

Presentation

- ❖ If you are presenting in a session with a total of 3 presentations, you have 30 minutes in total for presentation and questions from the audience. I suggest a presentation of 20 minutes, leaving 10 minutes for questions.
- ❖ If you are presenting in a session with 4 presentations, you have 22 minutes in total. I suggest 15 minutes for presentation, and 7 minutes for discussion.
- ❖ Prepare your (powerpoint) presentation, making sure that you do not exceed the time limit to leave enough time for the other presenters in your session.
- ❖ We have computer presentation facilities in the conference rooms. Bring along your powerpoint presentation on a usb-stick, and put it on the system before your session starts.

Paper

- ❖ Send your full paper to me by e-mail (r.bekkers@fsw.vu.nl) on June 25 at the latest.
- ❖ Request papers you would like to read directly from the presenters, using the attached list of email addresses.
- ❖ If you wish to distribute your paper at the conference, bring copies along yourself. We expect about 60-70 participants. Note that we have two parallel sessions.

Registration and Payment

- ❖ If you have not already done so, please register your attendance through the registration form that you can reach through the conference website: <http://www.fss.uu.nl/soc/homes/bekkers/gv09.htm>
- ❖ Upon arrival at the conference venue, please go to registration desk to receive all materials and to pay the conference fee.
- ❖ The registration desk is open from 8.30 to 9.30.
- ❖ The conference fee is €35. You can pay the fee in cash upon arrival at the conference. Unfortunately, we cannot accept credit card payments.

Catering

- ❖ The conference includes free coffee/tea, lunch, and afternoon drinks.
- ❖ If you have special dietary needs, please let us know.



Venue

- ❖ The conference takes place in the Agora rooms at VU University.
- ❖ The rooms are situated at the third floor of the main building ('VU Hoofdgebouw') at De Boelelaan 1105, 1081 HV, Amsterdam.

Travel and accomodation

- ❖ VU University has contracts with selected hotels in Amsterdam. Visit the website to make reservations: <http://www.vu.nl/en/about-vu-amsterdam/hotels-in-amsterdam/index.asp>
- ❖ From Schiphol airport, it takes 20 minutes by public transport to reach the conference venue. See: <http://www.vu.nl/en/about-vu-amsterdam/contact-info-and-route/route-description/index.asp>

If you have any questions, let us know!

Best regards,

Rene Bekkers
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