

LOGISTICAL DETAILS

Coffee Cups: Cups at the DISL cafeteria are tiny. I encourage you each to bring a mug to use/swap with another participant. To minimize cost and the trauma of breakage/loss, please don't bring a new cup or one you care deeply about. Personally, I pick mine up at the local thrift store, with an eye out for the goofiest mug I can find! Mugs from your institution are also fun to trade.

MISC. EXPENSES

Be sure to budget something for miscellaneous expenses. The DIALOG grants do not cover alcoholic beverages or any food/beverages beyond breakfast, lunch and dinner at the DISL.

COMPUTERS:

There are several general-use computers in the DISL library, but it would be useful to have some portables on hand. The dorms have internet connections, but you will need to bring a cable to connect your computer. Printers are available in the library.

INTRODUCTIONS

On the first day, each of you will be allowed 2 minutes and one image to introduce yourselves to the group. LCD and overhead equipment will be available.

If you use PowerPoint for your image, please save it as PowerPoint Show (pps) and label it LASTNAMEintro.pps

Example: WEILERintro.pps

ORAL PRESENTATION

An **LCD** (for PowerPoint) and **overhead** equipment will be available on site. Due to time limitations, you will need to transfer your PowerPoint file to the DISL computer. We will have a pc and mac laptop available. We recommend you carry your presentation on one of those zip sticks or burn it on a CD in a form that should be readable in virtually any computer. There is NOT a wall clock at DISL, though we are looking for one. We will use a timer to time the talks. If you want something more (a stop watch, or your own alarm for example), you will need to bring it with you.

Due to time constraints, you will be required to transfer your talk to the DISL computer. Here are some suggestions:

1. Keep a ppt. presentation (ppt) for your own use so you can modify it, but for symposium purposes it is best to save as PowerPoint Show (pps). Please do remember that you CANNOT MAKE CHANGES once it is in Show, so be sure to keep a backup.
2. Once you have your final version and have saved it as PowerPoint Show,

Check the Symposium Agenda (will be sent out shortly before the symposium) to find the date/time of your talk—the talks will be numbered sequentially in the order to be presented.

Label your talks with numberLASTNAME.pps

Example: 01WEILER.pps assuming I would be the first talk to be presented....

POSTER PRESENTATION

Limit your presentation to a 4' x 4' (1.22 x 1.22 m) space. Your posters will be up all week. There will be plenty of thumb-tacs available so just bring (or mail) your poster.

SYMPOSIUM BOOK

Most of the information will be posted on the symposium website before the symposium takes place. When you register at DISL you will receive a printed book with the symposium program, dissertation abstracts, participant directory and resource materials.

TRAVEL DATES

We expect most everyone to arrive at the Mobile Airport by 18:00 pm on Saturday Dec. 3 and depart on Saturday Dec. 10. Shuttles between the airport and DISL will be available on those dates. We will arrange to pick up any participants from outside the US who want to arrive on Friday to recover from just lag.

AIR TRAVEL

Once you have your tickets, please send your arrival and departure dates, times, airline and flight numbers to bennetsk@whitman.edu. This is not necessary if you ordered your ticket through Greg Jones Travel.

Once we have everyone's schedule, we will send out a list of arrival and departure times so that you can plan to look for each other at the airport.

TRAVEL BETWEEN THE MOBILE AIRPORT AND DISL

We will have cars/vans to bring folks from the airport to DISL—it is a ca. 45-minute drive. We will arrange pick-up for those who must arrive on Friday. For your return, plan to be at the airport 1.5 – 2 hours before your flight and figure a 45-minute ride from DISL to the airport. The shuttle will run from before dawn on Dec. 10 until around noon or so.

Again, please send your arrival and departure dates, times, airline and flight numbers to Susan Bennett, bennetsk@whitman.edu unless your ticket is purchased through Greg Jones Travel. If you plan on driving to DISL please inform Susan Bennett of your plans.

ON ARRIVAL at DISL

Registration will be at the DISL cafeteria.

MAILING ADDRESS FOR DISL

If you want to send posters ahead or otherwise need a mailing address, send to

[your name] Hold for Arrival [arrival date]

c/o Sue Weiler, DIALOG Symposium

Dauphin Island Sea Lab

101 Bienville Blvd.

Dauphin Island, AL 36528

Tel: 251-861-2141

EMERGENCY CONTACT NUMBER AT DISL

The main number for DISL is 251-861-2141

The after-hours emergency number for DISL is 251-861-2339.

Each dorm has a pay phone in the hall.

ACCOMMODATIONS, FACILITIES at DISL

You will be staying at the dorms at DISL. Rooms are Spartan, with shared bathrooms/showers. Bring flip-flops and a robe for transits down the hall. DISL is pretty remote; so bring whatever you think you'll need once on site. Sue Weiler's office will make reservations in your name; Inform Sue of any special needs as soon as possible. **Absolutely no smoking** is allowed in the meeting rooms and dormitories. Everyone should plan on sharing a room. Only a small number

of singles are available. Inform Sue (dialog@whitman.edu). If this presents a problem for you, we will do our best to arrange singles for those who need them (loud snorers, sleep disorders, etc.).

Accommodations are quite simple and definitely NOT luxurious. Rooms are cleaned once weekly. Bedding and bath towels will be provided. You will need to bring your own soap, shampoo, and other toiletries. Before departure: please consolidate linens for washing, fold blankets, and otherwise make it easy for the clean-up crew. ☺

Dress at all times will be INFORMAL! Weather can change rapidly so bring something warm as well as something cool, and a raincoat or umbrella just in case. Temperatures in late November/early December can range from lows in the 50's (deg. F) to highs in the low 80's. Nights can be cool so you should bring a sweater or jacket. Electrical systems are 110 V. **Bring a flashlight** for navigating tat night. DISL is right on the water and there is a nice beach. The Bay water is murky, but swimable. There is also a small pool.

INSURANCE:

The DISL does not carry specific insurance to cover individual needs. Neither do any of the co-sponsoring societies, or Whitman College. When you arrive at the station, you will be required to sign and return a "Health Insurance Waiver", stating that you have adequate insurance to cover your visit to DISL.

MEDICAL CONDITIONS:

If you have any kind of medical condition that might possibly, even if remotely, need attention, please inform Sue (dialog@whitman.edu) ASAP. This information will be treated confidentially. This will help us greatly in case there is some kind of an emergency. Medical conditions include allergies (food, bee stings, etc.), asthma, diabetes, heart conditions, pregnancies or any other condition that a physician or we might need to know if something unforeseen happens.