From: Dan Philippon <danp@umn.edu>
Subject: **Important ASLE Conference Information**
Date: May 16, 2009 12:26:08 PM CDT
To: Dan Philippon <danp@umn.edu>

Dear ASLE Conference Registrant,

With the ASLE Conference now only a few weeks away, I'm writing with some important information that I hope will make your trip easier and your conference experience more fulfilling.

PASSPORTS
Canadian law requires that all persons entering Canada carry both proof of citizenship and proof of identity. U.S. travelers, in particular, should bring their passports, no matter what method of transport they are using, because they will need them to return to the U.S. As part of the Western Hemisphere Travel Initiative (an anti-terrorism measure), after June 1 all U.S. travelers ages 19 and older arriving into the U.S. by land or sea from Canada must show a passport or one of several federally approved IDs to enter. (Travelers entering by air from Canada have needed passports since early 2007.) For more information on passport requirements for U.S. travelers, see http://travel.state.gov/passport/

Whatever your country of origin, if you have any questions at all about Canadian entry requirements, please consult the Canada Border Services Agency web site (http://www.cbsa.gc.ca/noncan-eng.html). International students studying in the U.S. may be subject to special requirements, for instance, and persons convicted of DWI or DUI (Driving While Impaired or Driving Under the Influence) within the last ten years may be denied entrance to Canada. Please prepare for your trip and avoid being turned away at the border.

ARRIVING IN VICTORIA
Please select the information appropriate for your route into Victoria:

1. Victoria Airport: An ASLE volunteer will be at the airport for much of the day on June 2. We will be running a shuttle bus direct to the university through the afternoon and early evening of June 2 for $10 CDN, through Wilson's Transportation. If you arrive at another time, the AKAL Airporter shuttle (http://www.victoriaairportshuttle.com/) runs every 30 minutes to the university and downtown hotels, with a sliding scale of charges: $15/person if three or more of you present yourselves together; $18/person for two; or $25 individually. (So we're suggesting that you make friends even before your conference experience begins!) Finally, a taxi for up to five people costs approximately $50, and many of the city's cab companies operate electric/hybrid vehicles.

2. Swartz Bay Ferry (from Tsawwassen/Vancouver): A taxi from the terminal to the university or downtown will cost approximately $50 CDN. Public transit is also available for $2.25 CDN. To get to the university, take any bus from the ferry terminal (preferably the #70 express, if you have a choice) to the corner of Saanich and Blanshard, then transfer to the #26 UVic. To get to the conference hotel (the Harbour Towers), stay on the #70 all the way downtown, then transfer to the #3 or #30/31. We do not plan to offer a dedicated shuttle from this terminal, because we are anticipating relatively few people via this route who are not travelling by vehicle.

3. Victoria Inner Harbour (Coho ferry service from Port Angeles; Clipper catamaran service from Seattle; seaplane services): The Harbour Towers Hotel is one block from these ferry terminals and a short walk or cab-ride from the seaplane terminal. A taxi from downtown to the university will cost approximately $15 CDN. We do not plan to offer a dedicated shuttle from downtown to the university, because we are anticipating comparatively few arrivals via this route, distributed across a longer period of time.

CAMPUS ARRIVAL
If you are staying on campus, your first stop should be the Campus Housing office, located off Parking Lot #5 in the Craigdarroch Building (http://www.uvic.ca/buildings/cra.html). The office is open 24/7 for check-in and check-out, as well as for any questions you may have, so you should have no difficulty if you are arriving early or late. Just to be safe, however, you may want to let the office know if you will be arriving well outside of traditional check-in times (http://housing.uvic.ca/visitor/visitoraccom.php). Please note that the full amount for on-campus residence stays must be paid on arrival. If you are staying in cluster housing, the first person to arrive will be required to pay the full amount, so you will need to coordinate this before you arrive.

PARKING, TRANSPORTATION, AND MAPS
Parking on campus requires a permit, which can be obtained at automated parking kiosks in the campus lots for hourly

($1 CDN), daily ($6 CDN) or weekly ($24 CDN) rates. All registrants will receive a city transit pass to use on public transportation for the week. We also plan to have a shuttle running between downtown and the university (20 min. ride) for a small fee during mornings, dinnertime, and evenings.

Campus maps are here: http://www.uvic.ca/maps/index.html
Campus accessibility information is here: http://rcsd.uvic.ca/general/campus-accessibility.html

Most plenaries will be held in the University Centre (UVC); most receptions will be held in the Student Union Building (SUB); and concurrent sessions will be held in the Clerihue, MacLaurin, and Strong buildings (CLE, MAC, and DSB respectively).

REGISTRATION DESK
The conference registration desk will be located in the Student Union Building (http://www.uvic.ca/buildings/sub.html), except for the morning of June 3, when it will be located in the lobby of the University Centre (http://www.uvic.ca/buildings/uvc.html), where the opening plenary session will be held. On June 2, the registration desk will be in the concourse outside the Upper Lounge of the SUB, but from June 3 onward it will be inside the Upper Lounge of the SUB, where the Book Exhibit will also be located. (All of this will be fairly obvious when you arrive.) The registration desk will be open at the following times:

--Tuesday, June 2: noon-6 pm
--Wednesday, June 3: 8 am-5 pm
--Thursday, June 4: 8:30 am-5 pm
--Friday, June 5: 8:30 am-noon
--Saturday, June 6: 8:30 am-noon

FOOD RESTRICTIONS
Please advise us as soon as you can about any food restrictions by sending an email to asle@uvic.ca with the word "food" in the subject line explaining your precise needs and restrictions, such as celiac, gluten, vegan, kosher, and allergy. (Vegetarians do not need to self-identify, as vegetarian options will always be available.) The university's Catering Services is well-versed in working with clients who have a variety of food requirements, but you should be prepared to identify yourself and your needs at different events (such as the banquet), because we expect more than 650 people to attend the conference.

COMPUTERS AND AUDIO-VISUAL SERVICES
If you made an AV request in your original session or presentation proposal, we have your request on file and will do our best to meet your technology needs.

--All registrants will receive an individual ID and password to access the university's wireless network and to use the university's computer labs and public access network ports. All concurrent session rooms have wireless access and Ethernet connections. If you wish to access the Internet during your presentation, please plan ahead by consulting the university's Network Access page: http://helpdesk.uvic.ca/network/configure.html

--All concurrent session rooms will include a digital projector, but not all rooms will have hardwired speakers. If you requested audio or video capability in your proposal, we have that on file and will do our best to assign your session to a room with hardwired speakers (or provide speakers). We will also do our best to provide VCRs for those people who have requested them. If you requested a DVD player in your proposal, we will likewise do our best to assign your session to a room with one. We cannot guarantee that DVD players will be available to everyone who requested them, however, so we suggest that you bring a laptop through which you can play your DVD to be certain that you will have access to one.

--***Please note that the conference CANNOT supply computers for most sessions.*** If you want to show some PowerPoint slides as part of your presentation, you will need to bring a laptop or share a laptop with someone else in your session. Presenters should collect their presentations on one laptop prior to their session. This will minimize delays once the session begins. We recommend that you also bring your presentation on a USB flash drive as a backup. Mac users should bring their own adaptors for the digital projectors. Please also note that "Paper Jam" sessions of five or more presenters cannot accommodate PowerPoint presentations because of time contraints.

--We may, in a *very* few instances, be able to provide a laptop for presenters who cannot bring their own, but we cannot guarantee this, and we STRONGLY encourage you to make other arrangements. If, despite your best efforts, you are unable to secure the use of a laptop, please contact asle@uvic.ca and we will do what we can to assist you.

Finally, because we all know that technology can be unreliable, please come prepared with a Plan B. ***Bring a printed version of your talk, or at least some notes from which you can speak.*** Should the projector die, the computer freeze, or the Internet slow to a crawl, you will be glad you did--as will your audience.

SESSION CHAIRS
We are still in the process of assigning chairs to concurrent sessions. If we ask you to chair a session, we hope you will accept. Participants in concurrent sessions should prepare a brief biography (no more than a few sentences) to give your session chair when he or she contacts you, either in the next few weeks or immediately before your session.

PLAN YOUR PRESENTATION
If you are scheduled to present, please be sure to check the most recent draft of the program available on the conference web site (http://asle.uvic.ca/home/program.htm), because we have made a number of changes since the last version was posted in early April. (If the program page does not say "These documents are current as of May 15," you may need to reload the page.) A printed, formatted copy of the conference program will be available when you register, and we hope to have a PDF version available online in a week or so.

Because our objective this year is to make as much time for meaningful conversation as possible, we want to ensure that each session reserves at least 30 minutes for questions and discussion. To determine your allotted speaking time, please check the most recent draft of the program and divide 60 minutes by the number of presenters in your session:

--presenters in sessions with two people may speak for 30 minutes each
--presenters in sessions with three people may speak for 20 minutes each
--presenters in sessions with four people may speak for 15 minutes each
--presenters in sessions with five people may speak for 12 minutes each
--presenters in sessions with six people may speak for 10 minutes each
--presenters in sessions with seven people may speak for 8 minutes each

Your session chair will be instructed to intervene if any presenter goes over his or her allotted time. Please practice and time your presentation before you get to Victoria, factoring in the extra time needed for the use of any audio-visual equipment. (Again, note that "Paper Jam" sessions of five or more presenters cannot accommodate PowerPoint presentations because of time contraints.) In short, please respect your audience and your fellow presenters by keeping to your time limit.

LEARN HOW TO PARTICIPATE IN AN ACADEMIC SESSION
If you are new to academic conferences, and even if you are an old hand at them, I again encourage you to consult this excellent, three-part series of "conference tips" that appeared in the Chronicle of Higher Education last year. Keeping in mind that not all of these tips will apply to creative writing sessions, I nevertheless call them to your attention as extremely useful guides to succeeding at this particular form of academic discourse:

--on chairing: http://chronicle.com/jobs/news/2008/03/2008031401c.htm
--on presenting: http://chronicle.com/jobs/news/2008/03/2008032101c.htm
--on responding: http://chronicle.com/jobs/news/2008/05/2008050201c.htm

MENTORING MEETINGS
The ASLE Mentoring Program and the Graduate Student Caucus will once again co-sponsor one-on-one professional mentoring meetings with experienced faculty and department chairs at the conference. The one-hour meetings offer mentees an opportunity to ask specific questions about the ASLE community, the job market, working conditions at small and large institutions, the relationship between scholarship and teaching, and non-academic work options. Beginning graduate students can benefit from hearing about work in the field as they begin to imagine a professional horizon beyond graduate school. Graduate students nearing completion of their programs, or those seeking academic positions, will find an opportunity to ask questions or talk about preparing a job portfolio. One-hour conferences will take place throughout the week, during concurrent session slots that do not conflict with community events, such as plenary talks and dinners. If you are a faculty member interested in serving as a mentor, please email Mark Long (mlong@keene.edu) by 25 May with the days and times you are available. If you are a graduate student or recent PhD and would like to schedule an appointment, please email Mark with days and times you can meet with a mentor.

CANCELLATION POLICY
In keeping with our posted cancellation policy (http://asle.uvic.ca/registration/index.htm), no refunds will be made for

any portion of the registration fee, field trips, or banquet costs after May 15. Should you be unable to attend the conference, please let Amy McIntyre (info@asle.org) know so we can make appropriate adjustments to the program.

QUESTIONS
If you have any questions not answered by this message, or by the conference web site, please send your question to the appropriate person (keeping in mind that we are all juggling multiple, last-minute tasks, and so it may take us a few days to get back to you):

--for questions about the program, email danp@umn.edu
--for questions about the conference site, email Richard Pickard at asle@uvic.ca
--for questions about the registration process, email Amy McIntyre at info@asle.org

With all good wishes for a safe trip and productive conference,

Dan Philippon

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