



## General information

### Conference Secretariat – Registration Desk

The Conference Secretariat (RS Travel Solutions) will have their registration desk on the ground floor in **Hotel Reykjavik Natura (former Hotel Loftleidir)** from Thursday 15 September to Saturday 17 September.

At the registration desk you will receive your badge, conference folder/bag and other conference material. All unpaid invoices, including final payment for hotel and social events, must be settled with the Conference Secretariat before receiving the registration material.

The Conference Secretariat also provides all general information.

Phone number at registration desk: (+354) 892 7073 and 851 1120.

### Opening hours at the registration desk:

Thursday 15 Sept: 07:45 - 17:00

Friday 16 Sept: 08:30 - 17:00

Saturday 17 Sept: 09:30 - 14:30

### Registration

The registration fee for IVA participants includes admission to lectures, conference material, welcome reception Thursday 15 September, lunches and coffee during breaks and the conference dinner at Restaurant Reykjavik 16 September.

**Accompanying persons** can book and buy tickets for the conference dinner on the online registration form. Tickets can also be requested later by sending an email to [iva2011@rstravelsolutions.com](mailto:iva2011@rstravelsolutions.com) or be bought on site on 15 September.

Accompanying persons are free for the welcome reception 15 September but the organizers would appreciate knowing how many accompanying persons to expect.

Admission for lectures is for registered participants only.

### Badges / tickets

The conference badge must be worn at all scientific sessions and for all social functions.

### Lunches and coffee breaks

Coffee and lunches will be served at the Reykjavik Futura hotel.

### Computer facilities

Wireless network is accessible by conference guests anywhere at Reykjavik Natura hotel, the conference venue. Just open your web browser and the Reykjavik Natura hotel's homepage is displayed. Click on "NEW USER" and you are connected to the internet.

### Social Programme

#### Thursday 15 September

18:00-19:30 Welcome reception at Reykjavik University.

#### Friday 16 September

19:00-22:00 Conference dinner at Restaurant Reykjavik in city center. Ticket control.

#### Saturday 17 September

Optional "Golden Circle" tour from 15:00-21:30. Tickets sold on site during the conference.

## Conference transportation

Conference transportation to Reykjavik Natura, the conference venue, will be provided as follows Thu-Sat 15-17 September from 2 locations in the city (Hotel Cabin and Hallgrímskirkja church). Please look out for a **yellow bus with an IVA 2011 sign**.

The bus looks like all the regular city buses but is only for IVA participants – free of charge.

### Thursday 15.09

From Hotel **Cabin** 07:25 and 08:00  
From **Hallgrímskirkja** 07:40 and 08:15

**17:05** From Reykjavik Natura to Hallgrímskirkja and then on to Hotel Cabin where we make a 10 minutes stop. Back to Hallgrímskirkja.

**17:45** Departure from Hallgrímskirkja to Reykjavik University for the reception.

**17:55 - 18:15** Round trips from Reykjavik Natura To Reykjavik University for the reception.



Hallgrímskirkja



Hotel Cabin

**19:45** From Reykjavik University (after the reception) to Hotel Cabin and Hallgrímskirkja

### Friday 16.09

From Hotel **Cabin** 08:00 and 08:30  
From **Hallgrímskirkja** 08:15 and 08:45  
From **Reykjavik Natura** to Cabin and Hallgrímskirkja at **17:35**

### Saturday 17.09

From Hotel **Cabin** 09:00 and 09:30  
From **Hallgrímskirkja** 09:15 and 09:45

NB: Hallgrímskirkja church is only a 1 minute walk from Guesthouse **Sunna** and **Eric the Red**. and a 4-5 minutes walk from **Hotel Frón** and **Hotel Óðinsvé**.

The bus cannot stop in front of Hotel Frón or Óðinsvé because of narrow streets in that area.

For information on regular city buses please see <http://www.straeto.is/english>

The staff at the registration desk in RU can assist you in finding the best route back to your hotel.

## Special dietary requests

For special dietary requests (if not requested in the comments box on the online registration form) please contact RS Travel Solutions, preferably before **Friday 9 September** by sending an e-mail to [iva2011@rstravelsolutions.com](mailto:iva2011@rstravelsolutions.com) or by informing the staff at the Registration desk with an advance notice.

**Please note that ONLY food allergies, diseases and vegetarian requests are taken into consideration.**

## Speaker guidelines

Before the session starts, introduce yourself to the session chair. Familiarize yourself with the A/V facilities. Copying your talk onto the PC in the room is the preferable mode, or alternatively experiment with switching between computers. More information will be communicated directly to presenters closer to the conference date.

## Airport transportation

Iceland's international airport is at Keflavik, a 40-45 minutes drive from Reykjavik.

For Keflavik airport information please see [www.airport.is](http://www.airport.is)

### Arrivals

A FLYBUS operates all day from Keflavik Airport to Reykjavik in connection with all incoming international flights. Tickets can be bought inside the terminal building at the Flybus booth or in a ticket automat located by the exit door of the terminal building. Tickets are **not** sold on board the bus.

The Flybus brings passengers to the Flybus terminal at the BSÍ Bus Station in Reykjavik (marked on map – see Accommodation) near the center of town. At the terminal passengers with **Flybus Plus tickets** board smaller buses which take them to selected hotels and guesthouses in Reykjavík. List of hotels and guesthouses with drop-off/pick-up service available can be found here: [www.re.is/Flybus/Pickup](http://www.re.is/Flybus/Pickup).

Kindly note that not all hotels and guesthouses are provided with shuttle service from the BSÍ Bus station, but taxis are available outside the terminal

### Departures

The Flybus operates all day in connection with all outgoing flights. Scheduled departures are from the BSÍ Bus Station in Reykjavík. Pick-up service is available from selected hotels and guesthouses in Reykjavík for passengers holding Flybus Plus tickets ([www.re.is/Flybus/Pickup](http://www.re.is/Flybus/Pickup)). The day before departure, passengers need to inform the reception desk staff of their hotel/guesthouse that they want the Flybus to pick them up the following day.

Flybus fare: ISK 1.950 pr. person one way.

Flybus Plus fare: ISK 2.500 pr. person one way.

Children 0-11 yrs. are free of charge. Children 12-15 yrs. pay half price.

All further Flybus information under [www.re.is/flybus](http://www.re.is/flybus)

Taxi service between Keflavik and Reykjavík is also available, the fare is approx. Isk 12.000 during daytime hours.

## Public transportation

Reykjavik has an extensive city bus system called "Strætó". Routes, timings and maps for all city buses can be found on <http://www.bus.is/english/routes>. Please also consult with your hotel/guesthouse reception staff. One way fare with a city bus is ISK 350 and you must have the exact change ready, the bus driver cannot change money.

## Reykjavik Welcome Card

The REYKJAVÍK WELCOME CARD makes it easier for you to enjoy the best that the city has to offer. Available for 24, 48 or 72 hours and offering great value for money, the welcome card gives you free admission to all of Reykjavík's thermal pools, a great many museums and other attractions, unlimited travel on the Reykjavík buses, discounts at shops and restaurants and free internet access.

Further info on prices etc. here:

[http://www.visitreykjavik.is/desktopdefault.aspx/tabid-113/355\\_read-1389](http://www.visitreykjavik.is/desktopdefault.aspx/tabid-113/355_read-1389)

## Climate

Thanks to the Gulf Stream, Iceland has a temperate ocean climate, cool in the summer and surprisingly mild in the winter. During the summer temperatures generally average between 12°C and 15°C (50°-54°F) in the populated lowlands. Temperature in September usually varies from 5-10°C.

The weather in Iceland can be a bit unpredictable and tourists should be prepared.

## What to wear

Due to the fact that the weather is unpredictable in Iceland, it is wise to bring warm clothes, rainwear, etc., especially for those who are interested in outdoor activities. As there are ample opportunities for swimming in warm spring water, it might be a good idea to bring a bathing suit

## Duty-free shopping

Duty-free goods may be purchased both upon arrival and departure at Keflavík Airport. The duty free allowance is 1 litre of spirits (up to 47% alcohol) and 1 litre of wine (up to 21% alcohol) or 6 litres of imported beer and 200 cigarettes or the equivalent in other tobacco products. It is prohibited to bring uncooked meat and various meat products (salami, smoked meat, etc.) into the country.

## Banks and Money

Official banking hours in Reykjavik are 09:15-16:00 Monday to Friday.

All banks can exchange foreign currency, and some shops (especially those catering to tourists) will accept payment in US dollars or Euros.

Most shops and businesses accept the major credit cards (Visa, Euro/Mastercard and American Express), so it is generally not necessary to carry much cash. Cards are commonly used in Iceland even for quite small transactions. ATMs are to be found in many places.

The currency used in Iceland is the Icelandic krona or "crown," abbreviated ISK.

The approximate exchange rate 12 August 2011 was: USD 1.00 = ISK 115 and EUR 1.00 = ISK 163.

It is best to exchange your money into ISK in Iceland, and re-exchange any surplus before you leave, as foreign banks may not deal in ISK. You can exchange your money at the bank at the airport on arrival and departure. There is an ATM in Hotel Reykjavik Natura.

*Note: Service is included in all charges, so tipping is not expected in Iceland.*

## Shopping hours in Reykjavik

Downtown opening hours may vary but stores are generally open from 10:00-18:00 on weekdays and 10:00 -14:00 on Saturdays. Some stores stay open longer on Saturdays and most downtown stores are open until 18:00 on the first Saturday of each month.

Kringlan, Reykjavík's biggest shopping mall is located within a 2 km walking distance from the conference venue (Reykjavik University). Kringlan is open 10-18 Mon-Wed, 10-21 Thu, 10-19 Fri, 10-18 Sat and 13-18 Sundays.

## Tax refunds

Sales tax (VAT) in Iceland is 25,5% or 7% on special goods. Foreigners get a tax refund if they buy for ISK 4.000 or more in one shop (one or several items).

Upon departure, visitors to Iceland can reclaim the VAT tax paid on purchase in the country. This may amount to 13-15% of the value of the purchase. The refund voucher should be presented to the Duty-Free shop at Keflavík Airport or other departure points. There are also 2 offices in Reykjavik where tax refund can be claimed – at the Tourist Information Centre in Aðalstræti and in the Islandia Center in Bankastræti 2.

## Telephones

Direct calls can be made to all parts of Iceland. The code into Iceland from overseas is +354.

Mobile phones in Iceland use the European GSM system.

To call from Iceland to another country, dial 00 first and then the country code.

### For various Tourist Information please see:

- The official tourism website of the Reykjavík: [www.visitreykjavik.is](http://www.visitreykjavik.is)
- The official travel guide to Iceland: [www.visiticeland.com](http://www.visiticeland.com)
- Check the weather in Iceland: [www.vedur.is](http://www.vedur.is)
- Map of Reykjavík: [www.backman.is/mapofrvk/](http://www.backman.is/mapofrvk/)
- Restaurants in Iceland: [www.restaurants.is/](http://www.restaurants.is/)
- Keflavik International Airport in Iceland: [www.airport.is/English/](http://www.airport.is/English/)
- Iceland Review - What's on in Iceland: [www.whatson.is](http://www.whatson.is)
- Icelandic Directorate of Immigration: <http://utl.is/english>
- Reykjavik Excursions, Flybus and day excursions: [www.re.is](http://www.re.is)
- Blue Lagoon Spa In Iceland: [www.bluelagoon.com](http://www.bluelagoon.com)