

Participants guide

Dear participant,

We welcome you to the 31st European Conference on Surface Science (ECOSS-31) to be held at the International Convention Center of Barcelona (www.ccib.es) from August 31th to September 4th, 2015. In this document you will find useful information for your participation in the conference as well as instructions for oral presentations and poster preparation.

Section 1	Oral presentations	Page 1
Section 2	Poster preparation	Page 2
Section 3	Practical information	Page 3
Section 4	Sponsors and exhibitors	Page 5
Section 5	Venue floor-plan	Page 7
Section 6	City map	Page 8

Oral presentations

There will be five Parallel Oral Sessions. All meeting rooms are located in the first floor of the venue, CCIB.

The date, time and meeting room assigned to your presentation as well as the final reference number of your paper were informed to you by email together with the Abstract Acceptance Letter we sent you by mid June. The list of oral presentations is also available the Pocket Program (available in the website) which will be included in the congress bag.

The official language of the conference is English. Please bear in mind that the majority of the delegates are not native English speakers.

Presenting authors should arrive at the meeting room **15 minutes before the beginning of the session** and introduce themselves to the chairperson.

Meeting rooms are equipped for PPT and PPTX projection. Personal laptops are not permitted. Please bring a copy of your presentation with you on a USB memory stick or CD and deliver it to the technician at the Speakers preview room the day before your session. The technician will migrate your presentation to the corresponding meeting room. If your presentation includes videos/movies please make sure of its compatibility with the existing equipment. The technician of the Speakers preview room can assist you.

The Speakers preview room is located in room 121 in the first floor of the venue, CCIB. Opening hours:

Sunday	16.00-20.00	Wednesday	08.00-16.00
Monday	08.00-18.00	Thursday	08.00-17.00
Tuesday	08.00-18.00	Friday	Closed

The time allotted to each oral presentation is **15 minutes including discussion**. Please note that it is very important that for a smooth development of the congress all authors respect the presentation time.

Poster presentations

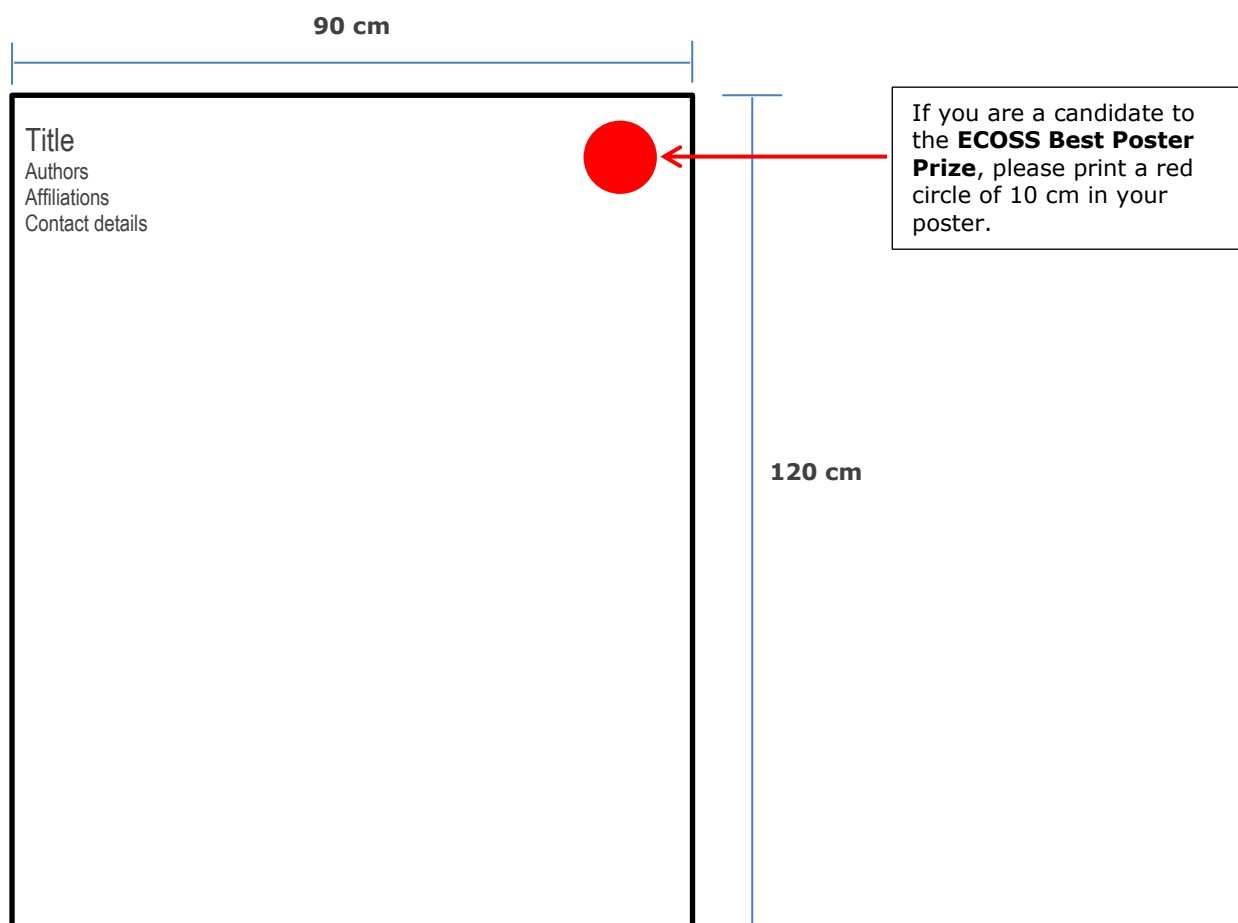
There will be three Poster Sessions, Monday and Tuesday from 18.00 to 20.00 and Thursday from 17.00 to 19.00 h. Poster panels are located in the Exhibition area, room 111+112 of the venue, CCIB.

The date, time of the session assigned to your poster as well as the final reference number assigned to it were informed to you by email together with the Abstract Acceptance Letter we sent you by mid June. The list of posters is also available in the website.

The final reference number of the poster identifies the session and the poster board. For example, P-Tu-35 means poster session on Tuesday and poster panel nr. 35. Material to fix the posters on the panels will be available in the poster area.

Each poster will be displayed for the day of the poster session only. Authors are kindly requested to be available for discussion during the session. Posters should be installed in the morning and removed after the poster session (no later than 20.15 h; 19.15 h on Thursday). Left over posters will be thrown away.

The maximum size of the poster must be 90 cm wide and 120 high portrait and must include the title, authors, affiliations and contact address and email. The official language of the conference is English. It is recommended to use font size 24 point to ensure it is legible.



Practical information

This document is prepared to provide you with useful information during your participation in the congress and your stay in the city.

Conference venue

The ECOSS-31 takes place in the CCIB (Centre de Convencions Internacional de Barcelona) located in Pl. de Willy Brandt 11-14, 08019 Barcelona. Tel. 932 30 10 00. Entrance door B. The nearest subway station is 'Maresme | Forum', subway line 4. Wi-Fi internet connection is provided by the venue. Please note that it is a complementary and basic service for delegates. Network: ECOSS, Password: ecoss2015

Registration

Registrations have been managed by Barceló Congressos. The registration desk is located in the first floor of the venue. Opening hours:

Sunday:	16.00-20.00	Wednesday:	08.00-16.00
Monday:	08.00-18.00	Thursday:	08.00-17.00
Tuesday:	08.00-18.00	Friday:	09.00-13.00

Registration fee includes:

- Regular and students: Scientific sessions, posters, exhibition area, pocket program, book of abstracts in a pendrive, coffees during breaks and dinner (Thursday).
- Daily fee: Scientific sessions, posters, exhibition area, pocket program, book of abstracts in a pendrive, coffees during breaks. Social events excluded.
- Accompanying persons: Exhibition area and dinner (Thursday).

Your name badge will be given to you in the registration desk. Name badge is always required in the venue. The certificate of attendance will be sent to all delegates by email after the conference.

Final program

A pocket program including the scientific sessions will be given to you at the Registration desk. No final program will be printed. We suggest you to print a copy of this document and bring a copy with you when travelling to Barcelona.

Book of Abstracts

The Book of Abstracts will be given to you at the Registration desk as a pdf file included in a pendrive. This pdf file will be available in the website 30 days before the conference.

Sessions

There will be five Plenary Talks and a large number of Parallel Oral Sessions during all the week. The oral sessions will count with invited presentations of 30 minutes and short presentations of 15 minutes. All session rooms are located in the first floor of the venue, CCIB. Abstracts accepted as poster will be displayed in the Exhibition area and poster sessions are scheduled on Monday and Tuesday from 18.00 to 20.00 and Thursday from 17.00 to 19.00 h.

Room 111+112	Exhibition, posters and coffee-breaks
Room 113+114 (A)	Plenary sessions & Parallel oral sessions
Room 127+128 (B)	Parallel oral sessions
Room 129+130 (C)	Parallel oral sessions
Room 131+132 (D)	Parallel oral sessions
Room 133+134 (E)	Parallel oral sessions
Room 121	Speakers room

The Registration desk will be located in the first floor between rooms 112 and 113.

Speakers room

The speakers preview room is located in room 121 in the first floor of the venue. Speakers and presenting authors please deliver your presentations (PPT or PPTX) the day before your session.

Opening hours:

Sunday:	16.00-20.00	Wednesday:	08.00-16.00
Monday:	08.00-18.00	Thursday:	08.00-17.00
Tuesday:	08.00-18.00	Friday:	Closed

Oral and poster prizes

The names of the eligible candidates for the ECOSS Best Oral Prize (Sponsored by SPECS) and ECOSS Best Poster Prize (Sponsored by the European Physical Society) are announced in the list of posters in the website and in the Pocket Program. The winners will be announced during the closing ceremony.

Proceedings

Proceedings of the European Conference on Surface Science 2015 will be published by ELSEVIER B.V. as a special issue of the journal Applied Surface Science. The contents of the special issue will consist of invited papers plus a selection of contributed papers, for a total of 20 approximately. The reviewing procedure, format, letter type and lay out of the manuscripts will be the same as for the regular issues of the Journal. Submission of a paper implies that it represents original work not previously published and not being considered for publication elsewhere. All previously published material shall be fully acknowledged in the manuscript. There will be no page charges.

On-line submission via Elsevier's Editorial System (EES) at <http://www.ees.elsevier.com/apsusc/> is required. Submission will be announced during the Conference and first manuscripts would be uploaded in the EES by the authors no earlier than September 1, 2015. The deadline for all manuscripts to be submitted to EES is November 30, 2015. The Publisher undertakes to publish the special issue within three months after receipt of the complete and final manuscripts by the Publisher, and no later than June 2016. We encourage participants of ECOSS31 to submit their original contributions.

Coffees

Morning and afternoon coffee-breaks will be served in the Exhibition area.

Monday:	10.30 & 16.00	Thursday:	10.30
Tuesday:	10.30 & 16.00	Friday:	10.30
Wednesday:	10.30		

Lunch

Lunch is not included in the registration fee. Lunch time is from 12.30 to 14.30 h. There are restaurants and cafeterias in the shopping center 'Diagonal Mar' located nearby the venue. Bag-lunch tickets have been sold by the Organization in advance through the official registration form. On-site tickets are not available. Bag-lunches will be distributed in the Exhibition area.

Conference dinner

The conference dinner will take place on Thursday, 3 September at 20.30 h. in the Museum Maritim of Barcelona located in Av. Drassanes s/n, 08001 Barcelona, Tel. 933 42 99 20. The nearest subway station is 'Drassanes', subway line 3 (green). No transportation will be provided. Subway closes at 24.00 h. Admission: All registered delegates who have re-confirmed their attendance through the official registration form. Dress-code: business-casual.

Optional tours

The optional tours, exclusively for ECOSS participants, will depart in front of the Hotel AC Barcelona located nearby the CCIB on Wednesday, 2 September at 16.30 h and will return to the same place. All tours are in English. Tours may be cancelled or modified without prior notice, if the minimum number of attendees (14 persons) is not met. Tours are operated by Icono Serveis, Tel. 934 101 405 from 09.00 to 18.00 h.

Tours for accompanying persons

Icono Serveis offers a wide variety of tours during the week. Please refer to www.ecoss2015.org/optional_tours.html for additional information.

Miscellanea

Airport (Tel. 902 404 704): There is a large taxi rank service directly outside the airport. The price to the city center is around 30 €. Travel time approximately 25 minutes.

Banks and exchange: Available at all banks. Open from Monday to Friday (08.15-14.00).

Credit cards: Major credit cards are accepted in hotels, restaurants, shops.

Currency: Euro (€).

Electricity: 220 volts and 50 Hz. European system of round pins with two holes.

Emergency tel. number: 112

Lost and found: Registration desk in the venue, CCIB.

Safety: Barcelona is a safe city, however pickpockets may be around the airport, train and underground stations, touristic areas. Do not leave your valuables unattended.

ecoss 31 European Conference on Surface Science

www.ecoss2015.org

Shopping hours: Monday to Saturday (10.00-20.00).

Taxi company (Tel. 933 033 033). Taxis are yellow and black and a green light on the top of the vehicle indicates that it's available.

VAT (Value added tax). Official VAT is charged in all prices and rates. Neither the Organization nor Barceló Congressos accepts responsibility due to an official increase of VAT.

Weather in September: Average temperature: 26° C or 78.8 F.; Maximum temperature: 30° C or 86 F.; Minimum temperature: 24° C or 75.2 F.

List of official hotels

	Telephone nr.	SINGLE OCCUPANCY RATE	DOUBLE OCCUPANCY RATE
Marriott AC Barcelona Forum 4*	934 89 82 00	121,00 €	132,00 €
SB Diagonal Zero 4*	935 07 80 00	121,00 €	134,00 €
Tryp Melia Condal Mar 4*	933 07 77 27	105,00 €	120,00 €
Vincci Marítimo 4*	933 56 26 00	99,00 €	112,20 €
Vincci Bit 4*	931 65 74 20	99,00 €	112,20 €
Barcelo Atenea Mar 4*	935 31 60 40	95,00 €	105,00 €
HolidayInn Express Barcelona 3*	934 33 84 00	88,00 €	88,00 €

Rates are per room and night including breakfast and VAT (10%).

Tourist tax (4 star hotels: 1,21 €; 3-2 star hotels: 0,72 € per person and night) and any extra cost will have to be paid directly at the hotel reception at check-out.

Acknowledgements



Sponsors Updated list as per 28 July 2015

Silver sponsor

SPECS™

Other sponsors



Technical Secretariat : Barceló Congressos

Pl. Europa, 17-19 1st Floor, 08908 L'Hospitalet del Llobregat - Barcelona
Tel. +34 93 882 38 78 | ecoss2015@barcelocongresos.com

Exhibitors

Updated list as per 28 July 2015

Stand 8



Stand 9



Stand 10



Stand 11



Stand 12



Stand 13



Stand 14



Stand 15



Stand 16



Stand 17



Stand 18



Stand 19



Stand 20



Stand 21



Stand 24



Stand 25



Stand 26



Stand 27



Stand 28



Stand 29



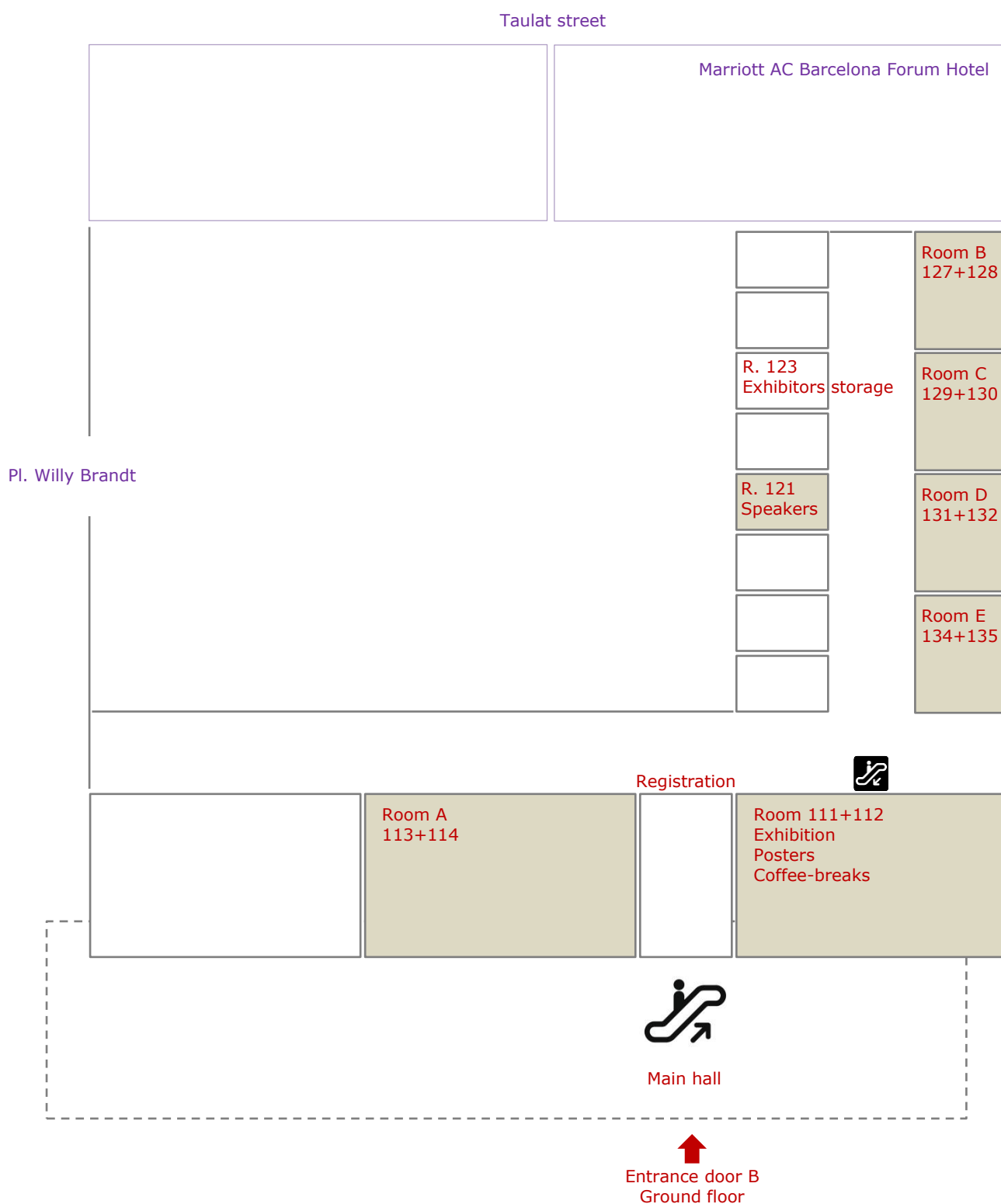
Stand 30



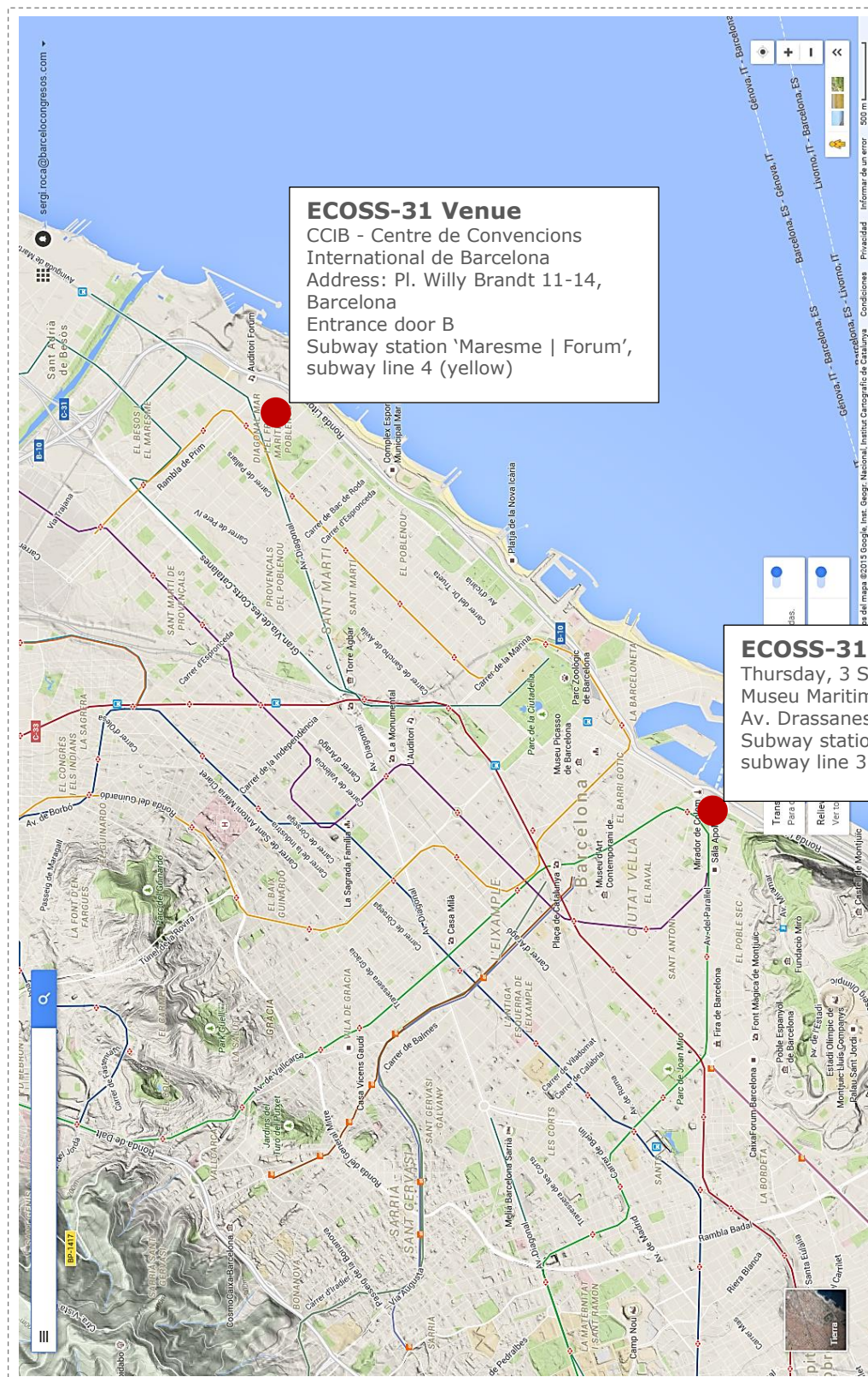
Stand 31



Venue floor-plan



City map (I)



City map (II)

