

Conference Information

Location and dates

IAIA06 will take place from 23–26 May 2006 at Stavanger Forum in Stavanger, Norway, with adjunct events planned before, during and after the conference. Activities will take place at the Forum unless otherwise noted.

Stavanger Forum is approximately 2 km from the centre of Stavanger (a five-minute drive) and 15 minutes from Stavanger International Airport. The address is Stavanger Forum AS, PO Box 410, 4002 Stavanger (mailing address)/Gunnar Warebergs g 13, 4021 Stavanger (street address). Phone: +47 51 59 81 00. Fax: +47 51 55 10 15. stavanger.forum@stavanger-forum.no | www.stavanger-forum.no

Language used

English is the primary language used at IAIA conferences. Unless otherwise noted, sessions will be held in English.

Final program

IAIA plans to have the final program available on the web site approximately two weeks prior to the conference, and it will be distributed upon conference check-in or on-site conference registration at Stavanger Forum.

The preliminary program contains the *tentative* schedule; be sure to check the final program to confirm details of activities in which you plan to participate. Be sure to note deadlines for registration to special events.

Publications

An abstracts volume will be distributed in Stavanger to program participants. The IAIA06 Program Committee tentatively plans to publish full conference proceedings on CD-ROM. The Program Committee and/or your session chair will contact you regarding submission of your full paper as soon as details are available. Participants are encouraged to submit their papers for possible publication in IAIA's journal, *Impact Assessment and Project Appraisal*. See www.scipol.demon.co.uk/iapa.htm for submission information.

Business service and presentation equipment at Stavanger Forum

Please plan to arrive prepared. Presenters are responsible for supplying their own session or poster materials. Because of high rental costs which would necessarily be passed on to all delegates in the form of higher registration fees, IAIA does not provide copying, printing, computers or other business services on-site.

PowerPoint projectors and laptop computers will be provided in each session room. Presenters are responsible for arranging and paying in advance for any other equipment needed for their presentations. Contact IAIA HQ for price information and to order equipment before 31 March.

Business services at Stavanger Forum and hotels

Stavanger Forum and larger hotels have business centres and Internet services for use by guests. Check with the booking agency or directly with the hotel of your choice.

Conference attire

IAIA conferences are generally business casual. However, business dress will be appropriate for the opening reception.

Meals

Lunches will be provided by IAIA. Based on the data collected via registration forms, IAIA will estimate a percentage of vegetarian meals. This does not guarantee accommodation of individual preference.

Registration and fees

All conference participants, including delegates, sessions chairs, invited speakers, organizers, exhibitors, and paper and poster presenters, are required to register for the conference at the full, student, or exhibitor registration rate. Contact IAIA HQ for information on exhibitor registration.

IAIA does not have funds available to pay registration and/or travel expenses for program participants, with the exception of the two funding programs noted on pages 33 and 34. You are invited to review this information to see if you qualify.

Full and student registration fees entitle delegates to attendance at all sessions, coffee breaks, lunches 23–25 May, participants list, delegate packet, abstracts volume, conference proceedings (as available), and special events, unless an additional fee is noted.

Delegates will receive a name badge upon check-in. The badge is an official pass and must be worn to obtain entry to conference functions. If tickets are required for any events, they will be distributed at the registration desk.

IAIA members: If it is more convenient for you to pay your annual membership dues at the same time you register for the conference, please check the membership renewal box on the registration form. IAIA will credit your account as having paid an annual 12-month membership fee which will begin on your regular membership anniversary date. Otherwise, you will receive an invoice for membership dues on your regular membership anniversary date.

Non-members: The non-member rate includes a one-year membership to IAIA, including a subscription to *Impact Assessment and Project Appraisal*. Your one-year membership begins when IAIA receives your conference payment. You will receive a welcome packet, including your IAIA member ID number, by mail.

Student: The student rate includes a one-year membership. If you are a current member, your membership will automatically be extended one year from your anniversary date.

Affiliate members: Members of IAIA Affiliates having an active MoU with IAIA will be admitted to the conference at the IAIA member rate. You must provide your Affiliate's number on the registration form to take advantage of this offer.

Payment and refund policies

Registration fees should accompany the registration form. Registration fees must be received in US dollars (USD). Fees are accepted by MasterCard or Visa. Checks or money orders made payable to IAIA in USD drawn on a US bank are also accepted.

Registrations will not be processed after 10 May. Any registration after 10 May should be made on-site. Registration receipts are issued by mail only. Official receipts for on-site registrants after 10 May will be issued by mail after the conference.

IAIA will refund registration fees upon written request received before 31 March. A USD60 processing fee will be retained. After 31 March, no refunds will be issued for cancellations or no-shows. Substitutions for paid registrants may be made in writing without financial penalty. Refunds will be issued after the conference.

Quickpass

Now in its third year, the popular Quickpass is being offered again for IAIA06. If your conference registration is paid in full by 31 March, you will be mailed a purple "Quickpass" which entitles you to express IAIA06 check-in service in Stavanger.

General Information

Host City

Designated as “European Capital of Culture 2008,” Stavanger is a historic city on the southwestern coast of Norway, in the county of Rogaland. It used to be a town known for canning sardines – hence the tin opener in the IAIA06 logo – but nowadays it is better known as the oil capital of Norway. The development of the oil industry from the early seventies up to the present day has changed Stavanger from a relatively quiet town to a lively, international city. With a population of some 110 000, it is Norway’s fourth largest city.

Stavanger has nearly everything a visitor could wish. The almost 900-year-old city is rich in culture. The old part of town (Gamle Stavanger) comprises more than 170 wooden buildings, most of which are small white cottages, dating back to the turn of the 18th century. The city also has many art galleries and museums. The Oil Museum is probably the most famous.

Stavanger has a maritime climate and is green all year long. Long white sand beaches front the North sea and many fjords wind inland between majestic mountains just east of the city. Especially scenic attractions are the Pulpit Rock and the Kjerag, which tower some 600-1,000 metres above the Lyse fjord. We recommend bringing comfortable shoes and appropriate clothing if you want to explore the surroundings of the city and the rest of the county of Rogaland. Stavanger is a good starting point for trips to the fjords and mountains.

Conference hotels

Delegates have a choice of different hotels, all situated in the city centre or near the conference facilities. There is also a camping place with comfortable cottages located a five minute’s walk from Stavanger Forum. See page 39 for details.

Ascension Day Holiday

Visitors should note that Thursday, 25 May, is Ascension Day, a public holiday. Banks, post offices, schools, government offices and most shops will be closed. Buses will operate on reduced schedules.

Language

Norwegian is Norway’s official language, but English is widely spoken. Many services, businesses, hotels, banks and airlines offices also have staff who speak German, French or Spanish.

Climate

Winters in Norway may be chilly, but summers are pleasantly warm, and thanks to the western Gulf Stream, Stavanger experiences some of the mildest weather in the country. By May spring will be in full bloom, and toward the end of May the temperature will often rise to 20°C/68°F or more. The spring weather can, however, be unpredictable. It is therefore advisable to bring clothes for cool weather and spring showers.

Passports and visas

All foreign nationals who wish to come to Norway must have a valid passport or another identity document that is recognized as a travel document.

If you are arriving in Norway from one of the 15 European countries that participate in the Schengen agreement, you are not subject to entry control. It is worth noting that several European countries, including Great Britain, Ireland, Russia, Switzerland and Turkey, do not participate in the Schengen cooperation.

Foreign nationals from a number of countries cannot enter Norway without a visa. Norwegian visas are issued by the Norwegian Directorate of Immigration (UDI) or the Norwegian diplomatic stations. The nationalities which need a visa to enter Norway change from time to time, but you can find out if you need a visa by consulting the UDI website, www.udi.no.

If a personal invitation letter is needed for your visa application, please contact IAIA Headquarters (info@iaia.org).

IAIA advises delegates to plan ahead: prepare and apply for visas early. Application processes may be completed quickly, but additional screening and collecting required documents may take weeks. Requests to IAIA HQ for visa support letters must be received before 10 April to ensure processing.

Access and transportation

Stavanger International Airport at Sola has direct flights from a number of European cities, including Copenhagen, London, Newcastle, Aberdeen, Amsterdam and Frankfurt, in addition to Oslo and other Norwegian towns and cities.

From the airport, Stavanger city centre (13 km) may be reached by shuttle bus (30 minutes, NOK 60) or taxi (15 minutes, NOK 300 on week days, more in the evenings and on weekends).

Stavanger Forum is a five minute’s taxi drive from the city centre and most hotels. Shuttle buses will run between the hotels in the city centre and Stavanger Forum in the mornings and evenings. The distance can be covered on foot in 20-30 minutes. It is also possible to use public buses; a ticket will cost NOK 20.

Currency and Credit Cards

Currency in Norway is the Norwegian kroner (NOK). Norway does not use the Euro. Notes are in denominations of NOK 50, 100, 200, 500 and 1000. Coins are in denominations of 50 øre and NOK 1, 5, 10 and 20. For current exchange rates, see www.convertit.com/Go/ConvertIt/Currency/Converter_Input.ASP.

All major credit cards (Visa, MasterCard, Diners Club, American Express, Eurocard) are accepted throughout Norway. Most bank branches have automatic teller machines/cashpoints (“Minibanks”) which can be accessed 24 hours a day using bank cards connected to major international banking networks. The best exchange rates are generally offered at ATMs and banks. Normal banking hours are 8:45am-3:00pm weekdays and until 5:00pm on Thursdays.

Travelers’ cheques can be used almost everywhere. Travelers with an ordinary EU bank account can use Eurocheques in banks, shops and hotels.

Tipping

Tipping is not standard in Norway, as service charges are typically included in the cost of your meal or hotel. However, it is customary to tip 5-10 percent as a token of appreciation when you experience good service. Bellhops or taxi drivers will appreciate a few krone.

Electricity

The electric current in Norway is 220 volts/50 cycles with outlets taking Continental-type plugs with two round prongs. Adapters may be required from some countries.

Smoking

Smoking is not permitted in public buildings, on public transport, in taxis or in restaurants.

Taxes

Value added tax (VAT) in Norway is 25 percent on most goods and services. Visitors to Norway may be eligible for a VAT refund on purchases over NOK 315. “TAX-FREE Shopping stores across the country offer a 12-19 percent cash refund upon departure depending on the amount spent in the store. Ask for a Global Refund Cheque, and confirm that you are resident outside Norway, Sweden, Finland or Denmark.