

## **SPEAKERS ORIENTATION**

A Speakers Orientation will be held daily from Sunday through Thursday, 2-6 April 2000. The Orientation will be held in the Netherlands Congress Centre.

Please refer to "How to Prepare for Presenting at the Conference", page 3, for more information about the Orientation.

If you have questions, please contact the Conference Office +410-263-5382 or [chi2000-office@acm.org](mailto:chi2000-office@acm.org).

## **SHIPPING INFORMATION**

All costs related to shipping materials and equipment by speakers or by any individuals to CHI 2000 is the responsibility of the speaker or the individuals. The CHI 2000 conference will not pay for speaker or individual shipping costs.

We recommend using one of two methods to ship to CHI 2000:

- 1) Ship to yourself c/o your assigned hotel.  
*Only small parcels should be sent to your hotel. Please allow 1-2 days in advance of your arrival.*
- 2) Ship to Conference Freight Handling Service; Convoi Europe B.V.

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Convoi Europe B.V. can offer you an all-in service for small packages with destination to the Netherlands Congress Centre in the Hague.

**Rates are inclusive of:** Reception of the goods from your courier company at our warehouse, customs clearance, storage till the 1st build-up day, delivery to the NCC speakers room and storage of empty packing material.

**Not inclusive are:** Customs duties and/or taxes, and charges for shipments that arrive after the deadline at our warehouse.

If you want to use this service please return this form to Convoi. Please keep in mind the following:

- 1) Deadline for arrival at our warehouse in Utrecht: 4 working days before start of CHI 2000.
- 2) Handling of goods must be possible without the use of forklifts.
- 3) Pre-advise must be sent to us 2 days before arrival of the goods by faxing to us a copy of the courier waybill.
- 4) All charges must be either prepaid or guaranteed by the credit card information as below.
- 5) Maximum weight per piece is 30kgs (66 lbs). Maximum weight per waybill 150kgs (330 lbs).
- 6) Rates are only valid for work hours from Monday till Friday 08.00 to 18.00 hours.

ALL-IN RATE FOR GOODS FROM OUTSIDE THE E.E.C.: US\$.275.00

ALL-IN RATE FOR GOODS FROM INSIDE THE E.E.C.: US\$.200.00

*ALL-IN RATE FOR GOODS means that the price listed is the **exact price** of the waybill sent.*

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**Delivery address:**

Convoi Europe BV., Rutherfordweg 51, 3542 CN Utrecht / the Netherlands, Att. CHI 2000

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City / Postal code: \_\_\_\_\_

Country: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Title of CHI 2000 Presentation: \_\_\_\_\_

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( ) I hereby authorize Convoi Europe BV to use this credit card for payment of charges.

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