



22 November 2012

Dear Delegate

The World Association of Lesson Studies International Conference 2012.

Thank you for registering to attend The World Association of Lesson Studies International Conference 2012. We would like to ask for your attention to the following details:

- Venue : The conference will be held at two locations:
28 November 2012 – Nanyang Technological University, Lee Kong Chian Lecture Theatre
29 November 2012 – National Institute of Education, Blocks 5 & 7
30 November 2012 – Nanyang Technological University, Lee Kong Chian Lecture Theatre
- Transportation : Please note that a free shuttle bus has been arranged for delegates staying at RELC International Hotel and York Hotel. Please board the bus early. The buses will depart at 7:30am on Day 1 and 8:00am on Day 2 and 3.
For more information on public transportation to NTU and NIE, please visit this link <http://walsnet.org/transportation.html>
- Driving to NTU & NIE : Please note that we have about 1,200 participants attending this Conference. As such, it will be very difficult to get a parking lot unless you arrive very early.
For more information on parking at NTU and NIE, please visit this link <http://walsnet.org/driving-to-ntu-a-nie.html>
- Meals : Tea-breaks and lunch will be provided for all three days of the conference. All meals provided are Halal. Vegetarian dishes will be labelled.
- Registration : Registration for the conference is on the morning of Day 1 (28th November), from 0730 hours. All participants will receive a delegate badge, conference bag and programme/abstract books upon registration.
Kindly bring along your delegate badge for entry into the conference venues on event days. For late registration, please enquire at the Conference Secretariat (at Lee Kong Chian LT foyer on Day 1 and at TR 707 in NIE on Day 2).
- Opening Ceremony : The Conference will be officially opened by Ms Indranee Rajah, Senior Minister of State for Law and Education, on 28 November 2012, Wednesday at 0900 hours. Please be seated by 0830 hours.
- Note to Presenters : We have uploaded the concurrent session schedule onto the website: <http://walsnet.org/programme.html>
Each concurrent session lasts 90 minutes. For paper presentations, each presentation is allocated 20 minutes with 30 minutes for Q&A at the end of the session. In each room, the first presenter (name underlined) will act as the Chairperson of the session. The Chairperson will help to keep time for the presenters. They may use the flash cards provided in the room to indicate the amount of time left.

Presenters are requested to enter the presentation room 15 minutes prior to the presentation. Please be reminded that no photocopying facilities are available at the conference venue. Presenters are requested to print your own copies of handouts or materials that you wish to distribute during your presentation.

Technical Requirements : The following equipment will be provided in each of the presentation rooms, and so there is no need to make prior requests:

- PC with Windows XP Professional, equipped with Microsoft Office 2007;
- Access to the internet;
- Connection for USB flash drives;
- CD-ROM drive;
- LCD projector; and
- Overhead projector.

Poster Presentations : The poster exhibition will be on 29 November 2012, Thursday, from 1045 – 1500h. There are two poster presentation session timings on that day: 1045 – 1215h and 1315 – 1445h. Presenters will be assigned to one of the presentation sessions. We suggest that you immediately and carefully check your session details on the concurrent session schedule on the website: <http://walsnet.org/programme.html> Posters are to be put up on 29 Nov between 1030 and 1045. Posters are to be removed on 29 Nov, between 1500 – 1600h. For more information on poster specifications, please refer to the website <http://walsnet.org/poster-requirements.html>

The Conference Secretariat can be contacted at (65) 6219 6167 or e-mail admin@walsnet.org should you need further information.

We look forward to seeing you at the Conference.

Best Regards,
The Conference Secretariat