

USEFUL INFORMATION

WELCOME
to the conference

Internationalisation - practical challenges for university language centres

Warsaw University of Technology
4-5 December 2015.

CONFERENCE VENUE

All presentations will be held at **Warsaw University of Technology campus**:

CZITT Building,
ul. Rektorska 4
00-661 Warsaw

CZITT stands for:

Centrum Zarządzania Innowacjami i Transferem Technologii Politechniki Warszawskiej
(*WUT Centre for Innovation and Technology Transfer Management*)

Please, mind the fact that the CZITT is a new, recently opened building and you will not find it in Google Maps. Taxi drivers may not know it either. If you wish to come to the conference venue by taxi ask the driver to take you to WUT Main Building (*Gmach Główny Politechniki Warszawskiej*). CZITT is only a 3 minutes' walk away from the Main Building.

FOR DIRECTIONS SEE THE ATTACHED MAP.

BADGES

The colour of the name badges should enable you to identify various people at the conference. The colour code is as follows:

Green - participants

Red - conference organisers, monitors, technical support

Blue - speakers, VIPs, exhibitors

YOU ARE KINDLY REQUESTED TO WEAR YOUR BADGE DURING THE CONFERENCE AT ALL TIMES.

Wearing your badge will give you access to all presentations, refreshments, lunch and dinner.

REGISTRATION DESK

The registration desk will be located in CZITT entrance hall and will be open throughout the duration of the conference, that is:

Friday, Dec 4th - from 9:00 am to 5.30 pm .

Saturday, Dec 5th - from 8.30 am to 1.30 pm

MEALS

Lunches and refreshments during coffee breaks on Friday and Saturday as well as the **Friday night conference dinner** will be served at the conference venue, on the ground floor. **Saturday lunch packs will be available during coffee break.**

STANDS

Exhibitors' stands will be located outside presentation rooms on the fourth floor of CZITT Building.

CERTIFICATES of ATTENDANCE

Certificates will be distributed during the closing ceremony.

"DELEGACJE"

Delegacje (for Polish participants) will be stamped and signed at the registration desk.

INVOICES

Invoices can be collected from the registration desk.

PUBLIC TRANSPORT IN WARSAW

In Warsaw there are various means of transport : buses, trams, metro and taxis.

This website can help you to get around Warsaw faster:

<http://warszawa.jakdojade.pl/?locale=en#tabid=0&>

Tickets:

Tickets for buses, trams and metro are available from ticket machines at stops, metro stations or in buses and trams. You can also get tickets at most newspaper kiosks in the streets.

When travelling in the city centre it is best to use 20-, 75-, or 90-minute transfer tickets.

Please, remember to validate your ticket immediately after boarding the bus or tram.

In the metro the tickets are validated at the entrance turnstiles.

Taxis

Recommended taxi companies :

Super Taxi - (+48) 22 196-22 or (+48) 22 196-61

MPT - (+48) 22 191-91

HOW TO GET TO WUT

(based on WUT webpage)

The nearest **metro station** to Warsaw University of Technology is called **Metro Politechnika**.

The nearest **tram stop** is called **Plac Politechniki 01**

The nearest **bus stop** is called **Metro Politechnika 01**

From the Chopin Airport

- by bus (directly to WUT) number **188**
Board at **LOTNISKO-SEKTORY AB 02** stop and get off at **METRO POLITECHNIKA 01** stop, then follow the attached map to Plac Politechniki, where the Main Building is located.
- by taxi from the official airport taxi rank

From Warszawa Centralna Railway Station

From Warszawa Centralna Railway Station walk for about 100 m. to **DW. CENTRALNY 09** stop and get on **tram 10** (in Mokotów direction) and get off at **PLAC POLITECHNIKI 01** stop in front of WUT Main Building.

From the Modlin Airport

Take the Airport Shuttle bus to the center of Warsaw and get off at the last stop in front of the Palace of Culture, near the **METRO CENTRUM station**.

Get on the metro there in the direction **KABATY** and get off at **METRO POLITECHNIKA station**.

FEEDBACK FORMS and the PRIZE DRAW

Feedback forms will be distributed at the registration desk along with the conference packs. We will be very grateful if you could take the time to evaluate our conference. Your comments will enable us to better plan similar events in the future.

Anyone who drops the filled in lottery ticket (attached to the feedback form) in the lottery box and is present at the Closing Ceremony will have a chance to win one of the prizes provided by our Sponsors.

ORGANIZING COMMITTEE

Lucyna Skwarko - Director of WUT FLC

Dorota Chromińska

Anna Wojtaś

Danuta Sołtyska

Marta Puchalska

Magdalena Bernat-Protaziuk

IN CASE OF EMERGENCY CONTACT:

- Registration desk - Marta Puchalska
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