

**From:** Adam Shipman <ashipman@lanl.gov>  
**Subject:** q-bio Conference – Everything you need to know...  
**Date:** August 1, 2008 12:25:21 PM MDT  
**To:** q-bio-08-org@lanl.gov

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Dear Conference Attendees:

This is a long email, but it contains answers to any questions about being in Santa Fe next week that I can foresee. I hope you find the information useful. **I will be available at all hours starting Wednesday 8/6 at 9:00 AM until Monday 8/11 at 12:00 Noon. My cell phone # is 505-231-8432.** I will also be at the conference for every event, so feel free to see me about questions then as well.

**Registration and Check-in** will be open each day from 7:00 AM until Midnight. This should allow for travelers to take the last shuttle leaving the Albuquerque airport at 10:45 PM to be able to check-in. If the shuttle is late, I will wait for it. If you will be arriving after midnight (and are not on the 10:45 shuttle), then you will need to stay at a hotel for the night and then check-in at the college the next day. If you are checking in during a scheduled meal, then please enjoy the meal and find me afterwards.

#### REGISTRATION FEES

Registration and Lodging fees are a fixed cost. There is not a discount for late arrivals or early departures.

Registration fees paid at the door may be paid in cash (US \$ Currency). Cash is appreciated. Fees may also be paid with Visa or MasterCard or checks written out to LANL. Alcohol fees must be paid in cash.

#### LODGING

By way of keeping you informed, all on-campus reservations are completed. Since you are receiving this, if you requested to stay on campus then you have a room reserved. No one who requested a room was turned away. I will be available for check-in and registration on Wednesday before the Dinner Banquet in the coffee shop (labeled with a pink dot on the attached map). After the Diner and for the rest of the week, I will be in the hallway on the second floor of the same building (labeled with a green dot). There will be a directional sign at the shuttle drop-off point.

Check out is by 11:00 on Sunday.

Tuesday Arrivals:

(Taken from the Conference Wiki)

- **Early arrival:**
  - **On-campus lodging is NOT available under any circumstances until noon on Wednesday, August 6.**
  - If you plan to arrive on August 5, then you will need to make **your own lodging arrangements for the night of August 5.**
  - The following hotels are close to downtown Santa Fe and offer relatively reasonable rates: [Santa Fe Sage Inn](#), [Old Santa Fe Inn](#), and [The Lodge at Santa Fe](#). The organizers do not endorse any of these hotels. This listing is provided solely to illustrate what's available
  - A more affordable and convenient option for a stay on Aug 5, especially for those arriving late in the day, might be a **stay at one of many airport hotels in Albuquerque**, and catching an early shuttle to Santa Fe on Aug 6. Airport Lodging can be routinely found for \$75 per night if you mention you request the LANL rate (you are attending an official LANL event).

#### MEALS

Breakfast is provided for all non-local attendees, and will be available at 7:30 AM in the cafeteria. Lunch is also provided. Vegetarian and Vegan options will be available for breakfast and lunch. Vegetarian meals will be available for dinner.

The cafeteria is located on the main floor of the same building as the coffee shop. The conference will be located on the second floor of the same building, and I will have a desk in the hallway outside of the conference hall entrance throughout the conference. Please see me if you have any needs throughout the event.

#### POSTERS

Posters are now finalized, and numbers have been assigned. You will be able to set up your poster at lunch time on the day of your poster session. Your poster must be taken down by the AM break on the following day. Numbers will be posted on each display space that corresponds with your assigned poster number.

Poster sizes are limited to 48" wide and 60" tall.

Please see the below link to find out your poster assignment:

[http://cnls.lanl.gov/q-bio/wiki/index.php/The\\_Second\\_q-bio\\_Conference:\\_Poster\\_Presenters](http://cnls.lanl.gov/q-bio/wiki/index.php/The_Second_q-bio_Conference:_Poster_Presenters)

#### TUTORIALS

If you are planning to attend a tutorial, please contact the presenter to see if there are special requirements. Some tutorials will require software to be installed.

#### SPEAKER TALK SCHEDULE

Allotted times in the agenda are very specific and include a couple minutes for questions. There will not be additional time for questions after your allotted time is complete. We encourage additional questions and collaboration during the breaks and evening events.

To keep the program moving, we want speakers to set up their laptops and talks during the break prior to their session. We will have a KVM switch next to the speaker podium and will assist you in getting connected. Your laptop will remain with the switch for your entire 2-hour session. A power strip will be available, but power adapters will not be. Please bring your own power converter/adaptor if you do not have a USA plug.

#### AGENDA

Here is the agenda:

[http://cnls.lanl.gov/q-bio/wiki/index.php/The\\_Second\\_q-bio\\_Conference\\_on\\_Cellular\\_Information\\_Processing](http://cnls.lanl.gov/q-bio/wiki/index.php/The_Second_q-bio_Conference_on_Cellular_Information_Processing)

It includes 2 dinner banquets and 2 poster receptions. All evening events will have alcohol served. Please do not drink the alcohol if you waive the \$30 alcohol registration fee. If you would like to bring a companion to either banquet, you will need to pay \$40 per additional person (includes alcohol) when you register. If you would like to bring a companion to either poster reception, the additional fee will be \$20 (includes alcohol).

#### ALCOHOL

Since alcohol can't be covered with conference fees, **the alcohol fee must be paid in cash when you check in. \$30 total per person which covers all 4 nights.**

The conference website is:

<http://cnls.lanl.gov/q-bio>

Please check it out for the most up to date information.

In order to help prepare you for your upcoming conference in Santa Fe next week, I am attaching information specific to Santa Fe and the Conference. Included is a map, weather forecast, and agenda, and much more.

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#### WEATHER

The temperature next week is supposed to be partly cloudy and around 80 degrees F (27 Celsius) during the day and around 50 degrees F (10 Celsius) at sunrise. We are in our monsoon season, so each day has a chance of rain with the potential for a serious shower. Monsoon showers are typically in the afternoon and only last 1/2 - 2 hours. Monsoons also bring a serious lightening strike hazard (NM has the 2nd highest rate of lightening strikes in the US), so please exercise caution if stuck outside in a storm. In addition, it will be beneficial to note that Santa Fe is in the high desert at 7000 feet elevation. If your body is not used to the elevation or the dryness, then I would highly recommend keeping yourself hydrated in excess of your normal level.

#### LOCATION

Your location for the conference is St. John's College. It is located near the historic Santa Fe Plaza which has a lot of local wares, plenty of food options, and unique art. There will be wireless internet available in the conference room and wired internet in your sleeping room. Please bring your own network cable for your sleeping rooms. Our conference will be located in the Great Hall on the 2nd Floor of the Peterson Student Center. For a complete list of facilities and pictures of the campus, please see the official college web page at:

<http://conferenceservices.sjcsf.edu/cnfservqbio.htm>

<http://cnls.lanl.gov/q-bio/wiki/index.php/Venue>

#### TRANSPORTATION

If you are taking a shuttle, **it is highly recommended that you make a shuttle reservation in advance.** We expect the shuttles to be full.

If you would like to share a ride with someone, we have established a ride sharing board.

[http://cnls.lanl.gov/q-bio/wiki/index.php/The\\_Second\\_q-bio\\_Conference:\\_Ride\\_sharing\\_board](http://cnls.lanl.gov/q-bio/wiki/index.php/The_Second_q-bio_Conference:_Ride_sharing_board)

Following is a map from the Albuquerque Airport to St. John's:

<http://maps.google.com/maps?f=d&hl=en&geocode=&saddr=ABQ+Airport&daddr=35.667338,-105.912623&mrcr=0&mrsp=1&sz=15&mra=dme&sll=35.664444,-105.914598&sspn=0.02357,0.034676&ie=UTF8&z=15&om=1>

Following is the airport shuttle available from the Albuquerque Airport directly to the Hotel:

<http://www.sandiashuttle.com/>

Other shuttle companies at the airport may take you directly to St. John's College, but be sure to ask them before departing. Most shuttles take you to the plaza which is 3 miles away from the college.

Roadrunner Shuttle will allow you to schedule specific times for your pick-up instead of following a specific schedule. They cost a little more, but if you prefer:

Roadrunner Shuttle 505-424-3367

Following is the information for Rental Cars:

<https://www.hertz.com/rentacar/index.jsp?bsc=t&targetPage=reservationOnHomepage.jsp>

Following is an online Visitor's Guide to Santa Fe, NM:

<http://www.santafe.org/>

The following are some suggestions and recommendations for international visitors:

- Distances in the western USA are deceptively long (much longer than you may expect from driving in other areas of the world) and the region is sparsely populated. If you are planning on doing any sightseeing, make sure to check your distances carefully.
- English is the dominant language in Northern New Mexico. Many residents also speak Spanish.
- Airport currency exchange services are usually more expensive than taking cash out of an ATM or exchanging at a bank. You may want to check the current exchange rates (<http://www.xe.com/>) so that you have some idea of what to expect, although of course you will not get the exact exchange rate because all services charge a percentage for doing the exchange.
- Tipping is customary in the USA and generally **not** precomputed on bills. 15%-20% is typical and expected for restaurants and taxis, tipping \$2-\$5 if someone carries your bags or parks your car is also typical, and leaving \$2 for the hotel room cleaning staff every day is also appreciated by the staff (Not required at St. John's).
- You may wish to obtain whatever kind of power adapter is necessary for you to use your laptop and other electrical devices before you arrive into Santa Fe. It may be possible to buy converters at shops around your hotel or elsewhere in Santa Fe, but it is not guaranteed, nor is it assured they will have the right type for your electrical needs. See <http://kropla.com/electric2.htm> for information about electric standards in the USA.

#### REIMBURSEMENT

I hope you enjoy your stay and the conference. For speakers who have been promised reimbursements in their official invitation letter, reimbursement forms will be provided at the conference along with a self addressed envelope. Please refer to your official letter for specific information. Please save your receipts. The reimbursement process may take in excess of 12 weeks, so let me apologize in advance for the delay as it is out of our office's control. We will do all we can to expedite the paperwork.

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