



INFORMATION FOR DELEGATES

Thank you for registering to attend The 20th International Conference on Electricity Distribution (CIRED 2009). The following information is designed to help you find your way around CIRED 2009 and add to your enjoyment of the conference.

Please read the information below carefully.

Registration Information

Upon registration for CIRED 2009, delegates will receive a delegate pack and name badge. Please ensure that you wear your badge at all times.

PLEASE ENSURE YOU BRING YOUR PASSPORT OR ID CARD WITH YOU AT ALL TIMES.

Registration Desk Opening Times

Monday, 8 June 2009	08:30 – 18:00 hrs, Ground Floor
Tuesday, 9 June 2009	08:00 – 17:00 hrs, Ground Floor
Wednesday, 10 June 2009	08:00 – 17:00 hrs, Ground Floor
Thursday, 11 June 2009	08:00 – 15.30 hrs, Ground Floor

Badges

Your name badge will be provided on arrival at the registration desk on the ground floor. All participants are requested to wear the name badge throughout the conference. Only delegate badge holders will be admitted to the technical sessions. In case of a lost badge a new one can be made at the registration desk.

Venue

Prague Congress Centre (PCC)

5.kvetna 65
140 21 Prague 4
Czech Republic

CIRED Conference Programme

Details and times of technical sessions are shown on the CIRED 2009 Conference Website: http://www.cired2009.org/programme_menu.htm All authors are advised to view the programme to ensure that they are aware of the exact day, session and time that they are presenting at the conference.

An overview of the programme with timings and rooms is also available on www.cired2009.org

Tutorials

Monday, 8 June 2009

CIRED 2009 features a number of tutorials organised by key organisations. Delegates may register for the tutorials in advance of the conference or at the conference registration desk if space is available.



The six tutorials available, on the first floor, are as follows:

Tutorial 1 - Managing an ageing infrastructure
Club A, Monday, 8 June 2009, 09:30 – 13:30hrs

Tutorial 2 - The assessment of emission levels and limits for disturbing installations
Club B, Monday, 8 June 2009, 09:30 – 13:30hrs

Tutorial 3 - On overvoltage protection for distribution systems
Club C, Monday, 8 June 2009, 09:30 – 13:30hrs

Tutorial 4 - Cost effective integration of high levels of wind generation
Club D, Monday, 8 June 2009, 09:30 – 13:30hrs

Tutorial 5 - On the future for virtual power plants – Challenges for technical and commercial aggregation
Club E, Monday, 8 June 2009, 09:30 – 13:30hrs

Tutorial 6 - On active distribution system management for the integration of distributed resources
Club H, Monday, 8 June 2009, 09:30 – 13:30hrs

For more detailed information regarding the tutorials available, please visit the website http://www.cired2009.org/programme_menu.htm

Main Conference

The main conference will take place at the PCC (Tuesday - Thursday) and all delegates will receive a special report, final technical programme and detailed floor plan in the bags at registration. This will provide you with all the information that you require whilst attending CIRED 2009.

All papers can be downloaded prior to the conference from <http://www.cired2009.org/zip-papers.htm>
Password: ecstatic10

AUTHOR SECTION – Pre-Session Briefings

Each session will be prepared during a pre-session briefing organised by the Chairman, Rapporteur and Technical Secretary. The aim is to finalise the list and sequence of contributions, as well as to arrange the final tuning of the session organisation. Every author or participant willing to take the floor with a prepared contribution should attend.

For sessions **2** and **6** on the first day, a second briefing session will take place on Tuesday at 08:00 hrs for those unable to attend the day before. Round Table and RIF speakers should ensure that they are in the session room at least ½ hour prior to the start of the day of their presentation for their briefings.

All the briefings will be held on the 1st floor of the Prague Congress Centre - Club Rooms A & E.



The timings and rooms of the briefing sessions are as follows:

Monday, 8 June 2009		
Session 2	17:00 hrs	Club A
Session 6	17:00 hrs	Club E
Tuesday, 9 June 2009		
Session 2	08:00 hrs	Club A
Session 6	08:00 hrs	Club E
Session 1	17:45 hrs	Club A
Session 5	17:45 hrs	Club E
Wednesday, 10 June 2009		
Session 3	17:45 hrs	Club A
Session 4	17:45 hrs	Club E

All oral presenters are asked to be at their lecture theatre 15 minutes prior to the start of their session.

Poster Presenters

Interactive poster tours will take place each day on the 4th floor of the PCC. Your board will be marked with your paper number and title. Posters can be displayed from 08:00 on the day that you are scheduled to present. Posters should be displayed until 17:00 and then removed for the following day's posters. The only method of adhering your poster to the board is with Velcro, this will be supplied by the organising team.

The posters have been split by session and then by blocks. The list of posters in the interactive tours will be emailed prior to the conference.

For more information please visit the '**Author Section**' web page <http://www.cired2009.org/oralandposter.htm> to view the full poster presentation guidelines.

If you wish to attend the poster tour on any day, the meeting points below are situated in the registration area. Please arrive 10mins before the tour, or go directly to 4th floor.

Meeting point A

Sessions 1, 2, 3

Meeting point B

Sessions 4, 5, 6

Exhibition

A large exhibition will be run in parallel to CIRED 2009, covering a wide range of products and services in the field of Electricity Distribution. Companies from all over the world will exhibit their latest technologies at CIRED 2009.

The Exhibition will be open at the following times:

Monday, 8 June 2009

17:30 – 19:30 hrs

Tuesday, 9 June 2009

09:00 – 17:00 hrs



Wednesday, 10 June 2009

09:00 – 17:00 hrs

Thursday, 11 June 2009

09:00 – 17:00 hrs

To view the full list of exhibitors please visit the conference website via

http://www.cired2009.org/list_of_exhibitors.htm

Meals and Refreshments

A boxed lunch will be available each day to conference delegates and exhibition stand personnel only between 12:30 – 13:30 hrs from Tuesday, 9 June to Thursday, 11 June and can be collected from the buffet area on the 1st floor. A lunch ticket for each day will be issued upon registration which you must hand in to collect your lunch.

Refreshments will include tea and coffee and will be served at the following times in the exhibition coffee areas:

Tuesday, 9 June	10:30 -11:00 hrs and 15:00 – 15:30 hrs
Wednesday, 10 June	10:30 -11:00 hrs and 15:00 – 15:30 hrs
Thursday, 11 June	10:30 -11:00 hrs and 15:00 – 15:30 hrs

Please note that Exhibition only and Press delegates do not receive refreshments as per terms and conditions of booking.

Social Functions

Monday, 8 June – Welcome Drinks Reception, PCC 17:30 – 19:30
Wednesday, 10 June – Gala Dinner, Monastery Restaurant 20:00 – 23:00 (drinks from 18:30hrs)

Monday, 8 June, Welcome Drinks Reception & Opening of Exhibition, The PCC

17:30 – 19:30

Cost per delegate: FREE

Delegates arriving on Monday are invited to attend the complimentary welcome drinks reception kindly supported by Zatisi following the Opening Ceremony. The drinks reception will be held in the CIRED 2009 exhibition areas. Refreshments and light nibbles will be available.

Wednesday, 10 June, Conference Dinner – Monastery Restaurant, Strahovské nádvoří

302, Praha 1: T/F 233 352 730, 233 356 552

e-mail: info@klasterni-restaurace.cz

Pre-dinner drinks – Bellavista, Strahovské nádvoří 1, 110 00 – 18:30 – 19:30hrs

Dinner – 20:00 – 23:00hrs

Cost per delegate: €70.00 + €13.30 VAT = €83.30

Cost per guest/exhibitor: €80.00 + €15.20 VAT = €95.20

The CIRED 2009 Conference Dinner will be held within the complex of the Premonstratensian Monastery. This spacious medieval space dates from the year 1140, when Strahov Abbey was built upon the summit of Petřín.

The evening will start with a drinks reception at the Bellavista on a terrace looking over the city of Prague. This offers delegates a chance to enjoy the view with a glass of wine.

Delegates will then be seated for a meal with extensive traditional entertainment. A professional group with a broad repertoire of songs and melodies from Bohemia, Moravia, and Slovakia will play and dance. Besides traditional Czech folk music, the band also plays modern Czech pop music and old favourites known the world over.

Directions to Dinner venue

Notes on the map:

- small orange object is the Monastery Restaurant
- the big orange one is the Bellavista

„Strahovske nadvori“ stands for „Strahov Yard“ – that's the inside square where the whole complex is



For further information and a map from hotels to the Monastery Restaurant (Velká klášterní restaurace) visit

<http://maps.google.com/maps/ms?msa=0&msid=116504562720387678812.00000112b278af004cc8f>

From the PCC: Metro line C - from Vysehrad station to Muzeum station. Change to line A to the station Malostranska. From here tram 22, direction Prague Castle, to the station Pohorelec.

From the Centre of Prague: metro line A from Mustek station to Malostranska station. From here tram 22, direction Prague Castle, to the station Pohorelec.

Technical Visits

Delegates on the technical visit will be given a ticket on registration and time of departure will be circled.

Coach times:

Group 1 – 09:00hrs from Prague Congress Centre

Group 2 – 11:00hrs from Prague Congress Centre

Group 3 – 13:00hrs from Prague Congress Centre

A coach will collect delegates from Prague Congress Centre Entrance 2 on the time marked on the ticket and return to Prague Congress Centre after the visit. Please ensure you arrive at least 15minutes before departure. The last coach will return to the Congress Centre at 15:00hrs.

Accommodation

If you require accommodation during your visit to Prague the CIREC 2009 organisers are pleased to recommend to delegates their designated accommodation booking agents, [MAXIN PRAGUE Ltd](#). It is a full service Destination Management Company (DMC) offering tailor-made conference and incentive travel services of uncompromising quality in Prague and the Czech Republic.



For further information and to book, please visit <http://www.cired2009.org/accommodation.htm>
Tel: +420 224 827 056; Fax: +420 224 827 055
www.maxin-prague.cz

Transport to the Venue

Czech Airlines (CSA) is the official carrier for **CIRED 2009** and offers connections via Prague to an entire network of major destinations worldwide.

As the official carrier, it offers CIRED attendees a discount on tickets: **10%** in Economy Class and **15%** in Business Class. The discounts can be claimed on tickets to be flown within one week prior to the event and one week after the event, and are available for registered participants with one accompanying person.

For further information and to book, please visit <http://www.cired2009.org/travel.htm>

Useful Information

Currency

The Czech Republic is a member of the E.U., but the currency in Prague is still the Czech Crown (czk). Banknotes come in denominations of 20, 50, 100, 200, 500, 1000, 2000 & 5000czk.

The Czech Republic is expected to join the Euro monetary union in 2009. Some establishments may accept Euros.

WiFi Access

Delegates are offered 2 options to connect to WiFi internet at PCC:

1/ type any address into the browser and it immediately redirects to T Mobile pages. Select the required connection timing and pay by credit card

2/ search for WiFi on laptops and it shows the T Mobile Hot Spot. Then simply connect to it and select the required connection timing and pay by credit card

General information is mentioned in the following links:

<http://t-mobile.cz/Web/English/InternationalVisitors/T-MobileServicesForVisitors.aspx>

<http://t-mobile.cz/Web/English/Internet/T-MobileHotSpot.aspx>

Language

The official language of the conference is English, which will be used for all presentations and printed material.

Dress Code

The dress code of the conference and social events is smart/casual.

Liability and Insurance

Neither the organisers of the event or the Prague Congress Centre (PCC) accept any liability for personal injuries sustained, or for loss or damage to property belonging to participants, either during or as a result of the meeting. You are strongly recommended to sign an insurance policy against such eventualities with a company of your choice, in your country of origin.



VAT Refund

The amount shown for Czech VAT is calculated at the current rate of 19%. Information regarding eligibility and claim procedures on recovery of VAT are obtainable from the bodies listed below:

UK customers

ITR Service Limited
Vered Welsh
Tel: +44 (0) 1865 552 698
Fax: +44 (0) 1865 553 426
company number 6563113
email: info@itrservice.co.uk

All other customers

ITR GmbH & Co. KG
Bahnhofstraße 45
48143 Münster
Germany
Tel. +49 (0)251 96199704
Fax +49 (0)251 96199709
Email: kontakt@itr-group.com

Please note that the conference organisers are unable to help further on this issue.

Mail and Messages

Mail can be directed to you during the conference via the IET Organisers' registration desk. All incoming mail should be addressed as follows:

(Delegate name)
CIRED 2009 Conference
c/o The IET
Prague Congress Centre
5.kvetna 65
140 21 Prague 4
Czech Republic

Extra Conference Material

Extra copies of the conference CD ROM, Special reports and Tutorial booklets can be purchased on site. The prices are below. Please ensure you have the correct money in EURO's or pay by credit card.

Conference Proceedings CD-ROM	€50.00 (inc 19% VAT)
Tutorial Booklets	€25.00 each
Special Report	€35.00 each

Cloakroom

A cloakroom is available for the duration of the conference on the ground floor, counter C beside the registration desk.

Smoking

PCC is a non-smoking building.