

Final Information to participants

CONFERENCE REGISTRATION

HCIM 2018 facilitators and volunteers will guide your way around the Vienna University of Economics and Business (WU Vienna) campus and help you with everything you need.

The conference registration will be happening in the Foyer of the **LC building between 08:00 – 18:00** on the first day of the conference. **Please arrive in the foyer early** enough to finish your registration and join the **welcome message of the organizers at 09:30**.

You will be able to collect your registration badge at the **registration and information desk**. In order to speed up the registration we recommend that you bring with you the printed **confirmation of registration e-mail**. Along with your badge, you will receive the tickets for the lunch for all three days of the conference, and the Imperial dinner ticket, if you registered for this dinner.

REGISTRATION FOR THE PARALLEL SESSIONS

Be sure to **read the HCIM 2018 programme and the descriptions** of the workshops available on the HCIM 2018 website (www.hcim2018.com) carefully before you arrive, in order for you to know which workshop(s) you would like to take part in. Fire regulations of the conference venue and the wishes of the workshop teachers dictate the maximum number of participants in the different sessions.

Registration for the workshops will only be possible at the conference venue on a **“first come/first served” basis**, after participants have confirmed their registration and collected their conference badge. After you have registered for the workshop(s), we will give you your workshop tickets. We will try our best to accommodate everyone’s wishes. However, and in order to ensure that everyone will have the opportunity to attend workshops, each participant will have the chance to choose 1 to 2 workshops – **depending on the availability** - from the HCIM 2018 programme. But do not worry - there is a big variety of highly inspirational oral and poster presentations, and panel discussions waiting for you.

Keep your workshop tickets with you, as they will be checked before the start of the workshop. **Some workshops last for 3h30min this is why they are split in Part I and Part II** by the coffee break. However, they belong together – this means that it is a continuation and the same people will attend Part I and Part II. Please be considerate and choose only those workshops that are most interesting for you. In case there are **vacant workshop places**, we will announce it before the lunches.

There is **no need to register for oral presentations / symposia / forum and poster sessions**. However, be advised to be in the rooms early, as they fill up quickly.

HCIM 2018 SESSIONS' FORMATS

Plenary Sessions are envisioned as groups of experts talking about their experience, with a moderator, who will be introducing all panel members and generally guide the session. Depending on the course of the discussion, the last 30 minutes of the plenary can be used for Questions & Answers and interaction with the audience. It is planned that all conference participants will attend the plenary sessions, as no parallel activities will be taking place.

Workshops showcase new ideas, innovative methods and new approaches related to healthcare clowning and/or deal with specific target groups. Workshops can include practical exercises, exchanges, discussions and others. As described above, you need to pre-register for workshops on-site.

Poster Sessions run in parallel with the afternoon sessions. Basically, the 10 posters can be viewed during the whole afternoon of Day 1 (04.04.2018) in the Gallery room (LC Building). During this time the authors will be available to explain their work and for inquiries and discussions. As it is an informal format, so are the arrangements – generally it is very interactive, people can walk around the gallery and the majority of time is taken up by questions and answers.

Oral presentations / symposia / forum sessions are several individual oral presentations connected by a common topic. The duration is 1h45min, this means that each participant has about 15-20 minutes time to present, usually supported by a power point presentation. In some sessions, there will be a facilitator (optional), who will support the presenters and moderate the session. The presentations will be followed by the possibility to address some Questions & Answers and interact with the audience.

Wild cards are unique presentations, roundtable discussions, “battle of ideas” sessions, installations and exhibitions, or others. Prepare yourself for something totally new, wild and ambitious!

We are looking forward to seeing you in Vienna soon!

The HCIM Organizing Committee