

PRACTICAL GUIDELINES FOR PARTICIPANTS

PARIS DAY

During the Paris day of the conference (February 21, 2024) you may move from one place to another by walk or public transport (bus, metro, taxi). So, it would be easier for you not to carry your luggage during your movement. Moreover, you may not be allowed to enter into university buildings (in Paris, in Le Havre and in any other university) with a luggage. So, when you check out from your hotel on Wednesday 21/02/24 morning, it would be better to entrust your luggage to the hotel and to take it back in the afternoon when you are going to leave for Le Havre.

Photos sessions

It is possible to organise photo sessions in Paris. The best moment may be the end of the sessions (indoor and outdoor photos) on February 21, 2024. As for photo sessions in Le Havre, the best moments will be at the end of the plenary session on February 22 and at the opening of the socio-cultural evening on February 23, 2024.

Paris visit

The last session of the Paris programme will end at 13:30 PM. After that, it is possible to have lunch together and to organise a walk around places of interests in Paris before leaving for Le Havre by train at 18:40 PM. Before taking the train, it is possible to buy some food for a dinner in the train. If you are interested in the idea, please, send a message to the secretariat-masterasie@univ-lehavre.fr.

YOUR PAPER PRESENTATION IN LE HAVRE

The duration of your presentation depends on the number of presenters in your session. Every session lasts 90 minutes to be shared by 3-6 presenters, allowing every speaker to present a paper in 10 to 15 minutes maximum, followed by a discussion. For that reason, you are kindly invited to respect the time allocated to you by the moderator at the beginning of your session. Please, notice that a "*paper presentation*" is not a "*paper reading*". Your full paper is not for your paper presentation but for a publication of selected papers after the conference. You are not invited to read your full paper during your presentation because there is a risk that you will not have enough time for that. Moreover, reading a paper will be annoying for your public. So, you are kindly invited to prepare a short version of your paper to be presented in 10-15 minutes maximum. An oral presentation without reading a text or a combination of oral and power point presentation is highly recommended. For that reason, every room is equipped with a computer and a video projector. Please, notice however that the link of computer and video projector in some rooms is fixed and the two tools are not detachable. In this case, you cannot use your own computer to project your power-point to the screen. In any case, you are kindly invited to prepare your power-point in a USB flash disk if you wish to use the video projector available in the room.

YOUR MEALS IN LE HAVRE

The conference organising committee will provide meals to all presenters, chairs and participants who attend the conference in person physically, during Le Havre part of the conference on February 22-23, 2020 (two lunches, two dinners, all café sessions). All presenters, chairs and participants will receive four tickets respectively for two lunches and two dinners.

As for the Paris Programme, there is no information so far. You are kindly invited to prepare a budget for your meals in Paris.

SIDE EVENT IN LE HAVRE

The conference is a part of the annual event ASIA WEEK organised by the students of Master's Degree in Exchanges with Asia at the Université Le Havre Normandie. In this event there will be exhibition of photos and cultural objects enriched by demonstration of calligraphy, origami, and other Asian art and craft. The conference will be ended by a Socio-cultural Evening with Asian dances, music, defile of traditional/ethnic/national dresses, demonstration of martial arts and free buffet of Asian cuisine for all the conference presenters, chairs and participants.

BOOK PRESENTATION AND SALE IN LE HAVRE

There will be a book stand in the ASIA WEEK exhibition where you can present your recent book(s). It is also possible to put your book(s) on sale. The sale will be managed by ASEA (Association of Students in Exchanges with Asia) who organises the Asia Week. A commission of 10% is to be given to ASEA for every book sold. So, please, inform the secretariat-masterasie@univ-lehavre.fr if you wish to bring some copies of your recent book(s) to be presented and/or to be put on sale at the book stand. For the books on sale, please indicate their title and their respective sale price.

DRESS CODE

There is no dress code for the conference. Please, feel free to wear what you wish. Formal Western style is not compulsory. It is even encouraged that everybody brings her/his preferred traditional/national/ethnic dress(es). It would be nice to see a cultural diversity in the conference and to organise "family photo sessions" with traditional/national/ethnic dress in Paris and Le Havre. During the opening session and socio-cultural evening in Le Havre, all the conference participants will be invited to come on stage wearing their preferred traditional/ethnic/national dress.

ETRETAT TOUR

Following the conference, the Le Havre organising committee offers to conference participants a half-day organised tour to Etretat on Saturday February 24, 2024, from 09:00 to 12:00 AM. The participation is free of charge. The Le Havre organising committee provides the participants with transport, snack and drink. Etretat is a touristic coastal town 32 km from Le Havre, see <https://en.wikipedia.org/wiki/%C3%89treat>

RETURN TO PARIS OR TO ROISSY CHARLES DE GAULLE AIRPORT

For your return to Paris, you may take the train that leaves Le Havre at around 14:00 PM. It is also possible to go directly to the Roissy Charles de Gaulle Airport from Le Havre by bus. See <https://www.checkmybus.com/>