

Dear colleagues,

I hope this e-mail finds you well.

I am writing this e-mail to follow up our planned ICALT3-ICSEI meeting in Singapore. At this moment we have received a notification of acceptance for both the symposium as well as the roundtable proposals.

Congratulations to all of us for this achievement!

We encourage all of you to start booking the flight and accommodation and making registration to the conference. Please be kindly informed of the following important matters:

1. Flight

Singapore is a very popular destination so booking a flight ticket as soon as possible could save money. We encourage you to make a booking as soon as possible. Please do not forget to choose for ticket cancellation insurance (please see section financial support below).

2. Accommodation

For accommodation, the recommended conference hotel is Nanyang Executive Centre:

<https://www.icsei.net/2018/index.php?id=1826> This accommodation is listed as the cheapest and within the campus area where the conference venue is also located. Please book as soon as possible due to limited room availability. However, please feel free to choose another accommodation should it suit you better. Please do not forget to choose flexible hotel cancellation policy.

3. Conference registration

For conference registration, please note that the early bird registration will close on Saturday, 30 September 2017. We found this deadline rather inconvenient for participants especially because some have not received decisions regarding their proposals yet. However, this does not apply to us. ***Please register before this coming Saturday to ensure that you get the best conference rate.***

4. Partial financial support

As informed earlier, eligible partner countries could request for partial financial support from Groningen to attend the project meeting and conference. The procedure for this is similar to the one of the previous project meeting in Groningen. Please be informed again that the maximum amount for the financial support will depend on your geographical location from the meeting venue and on level of participation in the project. As a general guideline, a total amount of 700 euros (for partners residing in Asia) and 1500 euros (for partners residing in Europe) could be requested. Please send the request by sending an invoice to: r.maulana@rug.nl. Please indicate in your e-mail that you have secured the insurance for flight ticket and hotel cancellation.

I wish to inform you sufficiently about this matter. Should you have queries regarding this, please do not hesitate to contact me further.

With kind regards

Ridwan (also on behalf of the Groningen team)