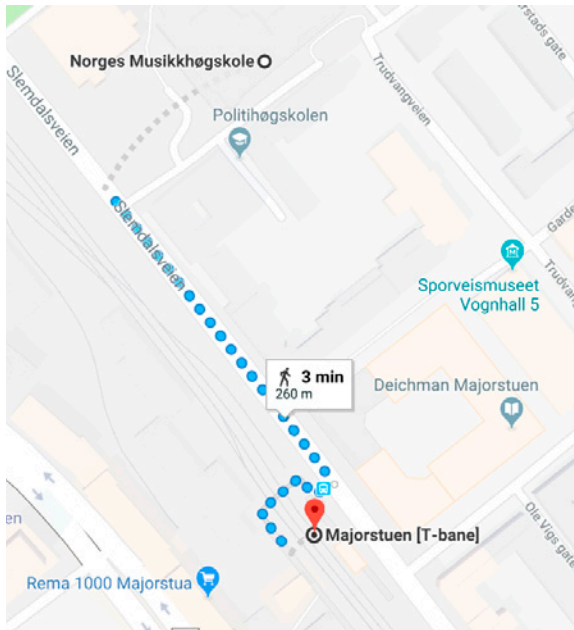


Practical informaton

1. CONFERENCE VENUES

Parallel sessions will be held at the **Norwegian Music Academy** (Norges musikkhøgskole) and **Chateau Neuf – Det Norske Studentersamfund**, Slemdalsveien 11, 0363 Oslo, Norway. From the Metro station Majorstuen there is 3–5 minute walk to the venues.



2. ACCOMMODATION AND MEALS

Delegate accommodation is at Comfort Hotel Børsparken (Tollbugata 4, 0152 Oslo) and Comfort Hotel Grand Central (Jernbanetorget 1, 0154 Oslo). The nearest Metro station is Jernbanetorget (Oslo S).

Breakfast for delegates staying in the hotels will be served:

- Comfort Hotel Børsparken:
 - from 06:30 on weekdays.
 - from 08:00 in the weekend.
- Comfort Hotel Grand Central:
 - from 06:00 on weekdays.
 - from 07:00 in the weekend.

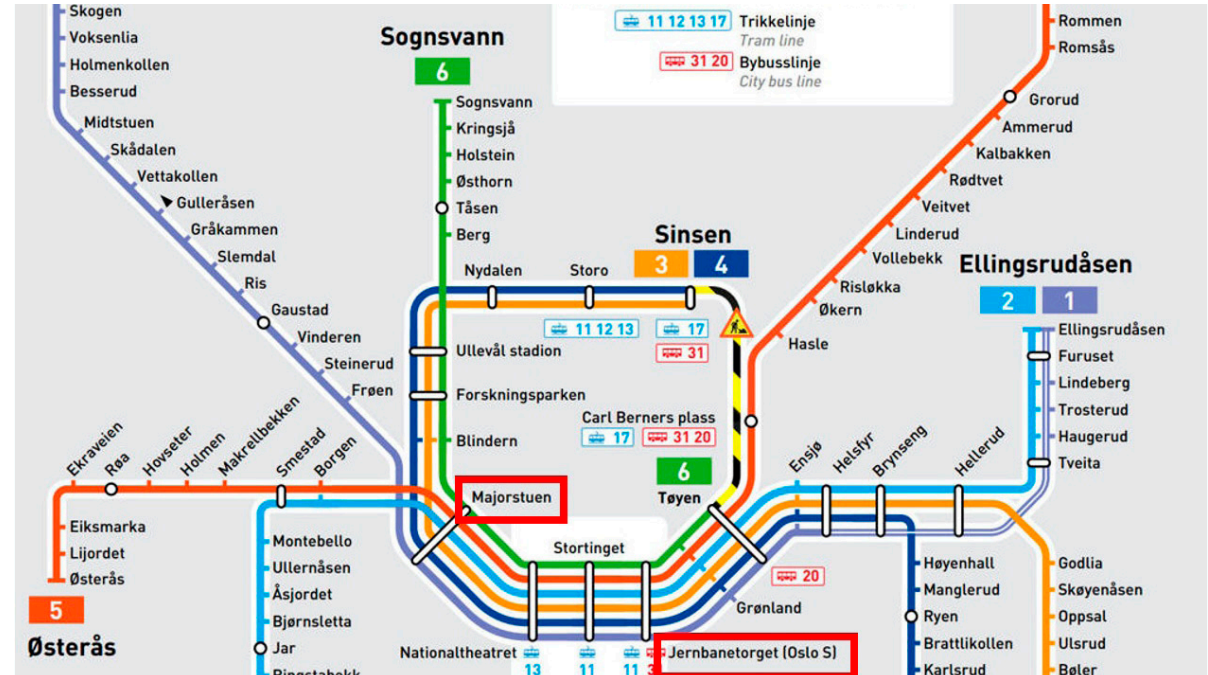
All other meals will be served at the conference venues at the times specified in the conference timetable.

Thursday, Friday and Saturday evening a bar will be available on a cash/credit card basis in Chateau Neuf. There is ATM cash machine close to the Metro stations.

3. PUBLIC TRANSPORTATION

All metro lines traffic both Jernbanetorget (Oslo S) and Majorstuen stations.

You may also get to Majorstuen by bus no. 20, 22, 44, 45 and 46 or by tram no. 11, 12 and 19.



Tickets



Download the RuterBillett app and buy tickets on your mobile. This is the easiest way to buy tickets.

You may also buy travelcards with tickets or pay-as-you-go credit in kiosks and at Ruter customer service centre and service point. A new travelcard costs NOK 50. Take good care of your card! It can be reused. You can top up your card in ticket machines and kiosks, or at Ruter customer service centre or service points. You cannot top up your card online. For more information: www.ruter.no.

Tickets can be used on Ruter's metro, trams, buses and ferries, and on NSB's trains in Oslo and Akershus. There is no night fare. You can use the same tickets both day and night.

4. CONFERENCE REGISTRATION

Delegates arriving during Thursday morning or lunchtime, who are staying at the hotels, should check into their accommodation before registering at the conference venue. All delegates should register for the conference at the registration and information desk at the main foyer at the Norwegian Music Academy. The registration desk will be staffed as follows:

- Thursday, July 5th 13:00 to 21:30
- Friday, July 6th 08:30 to 18:00
- Saturday, July 7th 08:30 to 18:00
- Sunday, July 8th 09:00 to 11:30

Delegates arriving outside these times should let the Conference Director know beforehand.

Conference badges given to delegates when they register must be worn at all times, as a badge is required to gain access to conference sessions and meals. Tea and coffee will not be served during the breaks to delegates without badges.

5. PRESENTATIONS

Session formats

- Individual papers: up to 30 minutes, followed by 10 minutes of discussion.
- Special sessions: approximately 80 minutes in total, including discussion.
- Research Reports: 10 minutes, followed by up to 20 minutes of discussion.

It is essential that speakers bring any hand-outs and other materials required for their presentation. **Photocopying facilities will not be available at the conference venues.** The conference timetable is supplied separately. All rooms are equipped with a data projector and video/audio playback equipment.

We provide two possible presentation set-up solutions for delegates planning to use PowerPoint or another form of multimedia presentation. These two set-ups are outlined below.

Set-ups

Recommended set-up: using your own laptop computer or device.

We recommend that delegates prepare and deliver their presentation on their own laptop (or tablet, etc.), which can be either a Windows machine or a Macintosh. The device will be hooked up to our outboard presentation hardware. Delegates who cannot come with their own laptop will be able to deliver their presentation using a Windows PC. Speakers who plan to use one of our computers should test their presentation thoroughly on a computer other than the one on which it was created.

NB! We will provide wifi connectivity; however, delegates are recommended to avoid the need for 'live' internet feed during presentations when possible.

The device will be hooked up to our outboard presentation hardware consisting of screen, projector and 2-channel stereo audio playback. Delegates must provide themselves with the necessary audio or video adaptors so we can connect according to the technical equipment available – see specified list below.

Laptop owners should:

- Rehearse the presentation with a laptop connected to an external video projector so the laptop is set up correctly to deal with the dual monitor situation (built-in display + external display).
- Rehearse the playback of the video/audio on their laptop and ensure it works smoothly.

- Be prepared for a back-up solution in case AV playback fails; for example have the video material available also as videoclip files stored on your laptop AND on USB stick (Quicktime, Windows Media Video, etc.).
- Have audio material as audioclip files stored on your laptop AND on USB stick rather than on a CD, unless your laptop includes a CD drive. Even so, it is still worth backing up the audio files. We can only supply a CD player if this has been requested.
- Bring their personal PowerPoint remote if this is to be used during presentation.

Alternative set-up: using one of our computers
Delegates who cannot come with their own laptop will be able to deliver their presentation using our stationary Windows PC (incl. PowerPoint remote).

Speakers who plan to use one of our computers should test their presentation thoroughly on a computer other than the one on which it was created. The presentation and media files should be run/played directly from the USB memory stick.

Delegates should note the following:

- They should NOT count on internet connectivity in the conference rooms for their presentation.
- They should have at least a few copies of their presentation printed in a handout

format that can be circulated to participants in case of total computer failure.

- They should have back-up copies of their presentation files stored in different storage media (hard disk or USB memory stick). It would be advisable to have copies of the presentation and media files in different file formats to minimize the likelihood of compatibility issues.

Power socket

In Norway the power sockets are of type F. The standard voltage is 230 V and the standard frequency is 50 Hz. Delegates should acquire suitable adaptors, if necessary.



Technical equipment

Norwegian Music Academy (Norges musikkhøgskole)

In all three halls (Lindemansalen, Levinsalen and Fellesrommet) there is a presentation desk with HDMI/VGA/mini-jack, a stationary PC with single screen and a blu-ray player for blu-ray/DVD/CD. In addition to this there is a presentation desk microphone, 2 wireless headworn and 2 wireless handheld microphones in Lindemansalen and Levinsalen. We would recommend all presenters to use headworn microphone during their presentations. In Fellesrommet there are no need for a microphone.

Chateau Neuf

In Chateau Neuf there is a HDMI and a stationary PC with single screen and a blu-ray player for blu-ray/DVD/CD. Here the presenters will not need to use a microphone during their presentations.

Technical testing

Technical testing with dedicated Room Assistants will take place in the conference rooms designated for your session in the pause before you are on. All speakers are expected to have attended the relevant technical testing so that the conference sessions run smoothly.

- THURSDAY, JULY 5TH
 - 13:00 Individual paper; session 1 and 2
 - 16:35 Individual paper; session 3, 4 and 5
- FRIDAY, JULY 6TH
 - 08:30 Individual paper; session 6, 7, 8 and 9
 - 11:30 Individual paper; session 10, 11, 12, and 13
 - 13:20 Special session 1 + Individual paper; session 14 and 15
 - 16:45 Individual paper; session 16, 17, 18 and 19
- SATURDAY, JULY 7TH
 - 08:30 Individual paper; session 20, 21, 22 and 23
 - 11:30 Special session 2 + Individual paper; session 24, 25 and 26

- 13:20 Individual paper; session 27, 28, 29 and 30
- 17:15 Individual paper; session 31 + Research Reports

• SUNDAY, JULY 8TH

- 09:00 Individual paper; session 32, 33, 34 and 35
- 11:20 Invited Panel

6. PHOTOGRAPHY AND/OR FILMING

Please be aware that photographs and filming may take place during the sessions. The photographs and films may be published, transmitted or broadcast in official publications, the Academy's websites and may be circulated to the press and other broadcast media, social media and internet websites for publication, transmission or broadcast. Should you have queries, please contact the Conference Director.

7. INTERNET/EMAIL

Free wireless internet access will be available:

	Norwegian Music Academy venue	Chateau Neuf venue
WIFI:	psn2018	Neufwifi
Password:	nmhpsn18	18131813

8. PARKING

Parking in Slemdalsveien is for residents only and parking in front of the Norwegian Music Academy is not permitted. If you arrive by car, you have to search for fee-based parking on city-owned parking spaces or in public streets around the Academy. The price will depend on where the vehicle is parked, time and the duration of the parking.

9. FIRE EVACUATION AND SECURITY PROCEDURES

Fire evacuation and security procedures are displayed at various points throughout the venues and in delegate bedrooms. All escape routes must be kept clear. Please note them for your own safety.

10. TAXIS

Oslo Taxi: +47 02323

11. MOBILE PHONES

Please ensure that mobile phones are switched off, or in silent mode, during conference sessions and concerts.

12. WEATHER

July is one of the hottest months of the year as temperatures average 20°C (68°F), reaching an average high of over 26°C. Weather forecast at www.yr.no

13. CONTACT DETAILS

- Conference Website: www.psn2018.org
- Conference Team: psn@nmh.no
 - Conference Director, Darla Crispin
 - Financial matters, Otto Christian Pay
 - Accommodation and technical matters, Thomas Møller

14. VISIT OSLO

VisitOSLO.com is the Official Travel Guide to Oslo and their aim is to provide all the information you need to plan your visit to Oslo. You may also download their Oslo app on your smartphone. For more information: www.visitoslo.com/en/



The Norwegian Opera House in Bjørvika. Photo: VisitOSLO/Thomas Johannessen *Children at Særenga bad. Photo: VisitOSLO/Katrine Lunke*