

PME 2014 is now only two weeks away and we are eagerly awaiting your arrival. We are taking this opportunity to send you some important information that you need to know BEFORE you begin your trip to Vancouver. Please read it NOW.

1. ARRIVING TO VANCOUVER – Vancouver airport is a very easy place to navigate your way through. If you are staying at UBC please refer to the 2nd Announcement for details on your preferred way of travelling from the airport. Depending on where you are staying you will need to check in at your accommodations:

Conferences & Accommodation at UBC

Reservations Office
5961 Student Union Boulevard
Vancouver, BC, Canada, V6T 2C9

Walter Gage Residence

5959 Student Union Boulevard
Vancouver, BC, Canada, V6T 1K2

West Coast Suites

5959 Student Union Boulevard
Vancouver, BC, Canada, V6T 2C9

Totem Park Residence

2525 West Mall
Vancouver, BC, Canada, V6T 1W9

Marine Drive Residence

2205 West Mall
Vancouver, BC, Canada, V6T 1W9

2. PROGRAM – A PDF of the PME 2014 program is now available on the PME 2014 website (<http://www.pme38.com/program/>). Please take a moment to download it to your laptop and/or mobile device. The program will contain all of the information you need to navigate your way through the conference including a map of the university. There are also QR codes in the program for downloading maps of the campus and the individual buildings into your mobile device. The program also contains information on things to do on campus, including dining, hiking, museums, and exercise. **A hardcopy of the program will be distributed at registration.**
3. PME 2014 APP – The conference schedule as well as some relevant UBC information will also be bundled into an app that can be downloaded into your mobile device. The name of the app is Eventbase (<https://free.eventbase.com/download>). Once it is downloaded search for PME 38 under *Alphabetical*.
4. FACEBOOK and TWITTER – You can find us at PME 2014 on Facebook and Twitter. Please like us.
5. GROUP SESSIONS – An important part of every PME meeting are the group presentations – Research Forums (RF), Discussion Groups (DG), and Working Sessions

(WS). For some of these sessions organizers have provided pre-readings. These can be found on the PME 2014 websites (<http://www.pme38.com/program/>).

6. PRESENTATION GUIDELINES – To ensure that presentations at PME are of the highest quality there are sets of guidelines for presenters to follow. Some aspects of these guidelines are required (such as the length of the session) while others are merely suggestions for maximizing the effectiveness of a presentation. Whether you are preparing a short oral (SO), a research report (RR), or a poster presentation (PP) these guidelines are a great help and can be found on the IGPM website (<http://igpme.org/index.php/annual-conference/presentation-guidelines>).
7. CHAIRING GUIDELINES – All short orals (SO) and research report (RR) sessions are chaired. Chairs for these sessions are selected from the ranks of those who have either authors or co-authors of accepted RR or SO papers. So, it is important that you look through the program to find if and when you are chairing, and if you are to familiarize yourself with the presentation and chairing guidelines on the IGPM website (<http://igpme.org/index.php/annual-conference/presentation-guidelines>). If you have been selected to chair a session it is part of your duty as a member of PME to fulfill this responsibility. If you are unable to do so it is your responsibility to find a replacement for yourself in this important role. All presenters deserve to have a chair.
8. REGISTRATION – Registration at the conference will open at 14:00 on July 15th and will remain open for the length of the conference. Registration will always be at the Buchanan Building (building A – lower level foyer). A single receipt of all your registration costs (pre-registration and full registration) will be available in your registration package.
9. SUSTAINABILITY – UBC in general, and PME 2014 in particular, has a focus on sustainability. We are embodying this through a reduction of print material. As such, we will not be providing any personal printing services for conference participants. We are also not distributing any bottled water – tap water in Vancouver is among the best in the world. Finally, **we are not providing conference bags**. So, we ask all participants to bring a bag from a previous conference.
10. CONFERENCE PROCEEDINGS – PDF versions of the six volumes of the PME 2014 proceedings are now available on the password protected part of the IGPM website (<http://igpme.org/index.php/publications/online-current>). To get to them you need to first login to the IGPM website using your current ConfTool login id and password. The six volumes are in a zip file. So, if you want to upload them to a mobile device, you will need to first download them to your computer and extract them before uploading them to your mobile device. The electronic distribution of PME proceedings are now being handled in this fashion. As such, **there will be no disk or flash drive distributed at the conference**. For those of you who requested proceedings please know that it is six, four hundred page volumes (2400 pages in total). Please bring a sturdy bag to registration to carry your books away in – especially if you ordered a second set.

11. OPENNING SESSION – The opening session of the conference will begin at 16:00 on July 15th at the Chan Centre right across the street from the Buchanan Building.
12. TECHNOLOGY – As mentioned in the 2nd Announcement and in ConfTool, it is expected that participants bring their own laptops. Each room has a data projector and speakers in it. We will also have a small number of laptops available to use for presentations. These can be reserved on a first-come-first-serve basis at the conference venue.
13. WIFI – All of UBC has free wifi (ubcvisitor). This will require you to acknowledge the terms and conditions within your web browser. The network will require you to re-acknowledge these terms and conditions every few hours of use. There will not be a designated computer lab for conference participants to use, however, there are public computers in the UBC library.
14. EXCURSIONS – Everyone who registered before May 26th was given the excursion of their choice. Anyone who registered after May 26th is being accommodated to the best of our ability. There will be some limited opportunity to change excursions at the conference registration desk. For those who are arriving early there is an opportunity to do a one day pre-conference excursion to Whistler through our excursion provider (<http://www.destinationtours.ca/trips-more/summer-bus-tours/>). Please follow the link to book a tour if you are interested.
15. WEATHER – The long-range weather forecast for PME is beautiful (<http://www.theweathernetwork.com/14-day-weather-trend/canada/british-columbia/vancouver>). But Vancouver can receive small amounts of precipitation in July, so pack an umbrella and watch the weather forecast as you get closer to your departure date.

Thank you and we look forward to seeing you in Vancouver.