

ANTHROFLOR SYMPOSIUM

Guidelines for Presenters

The Anthroflor symposium will be held in hybrid mode (in-person and online) from 8th to 9th September 2022. Presenters can attend sessions in person or remotely. Symposium will be webcast through the Cisco WebEx Meeting web conferencing platform, hosted by the University of Florence. You do not need to create an account to use the system, but you can first download and install the Cisco WebEx client at <https://www.webex.com/downloads.html> and open a test meeting at <https://www.webex.com/test-meeting.html>. For the best experience, please use your webcam and test your audio.

In order to guarantee the best possible symposium performance, all speakers must send the following materials to anthroflor@gmail.com no later than 6th September 2022:

- **Mandatory:** PDF file of the presentation named as PresenterSurnameName.pdf (e.g. BloggsJoe.pdf).

POSTER PRESENTATIONS AT SALA STROZZI

Poster Size:

The poster should be no larger than A0 poster- 118.9 cm (in width) by 84.1 cm (in height), horizontal/landscape format.

Presenters can print, stand with, and present their poster during the scheduled poster session (08.09.22).

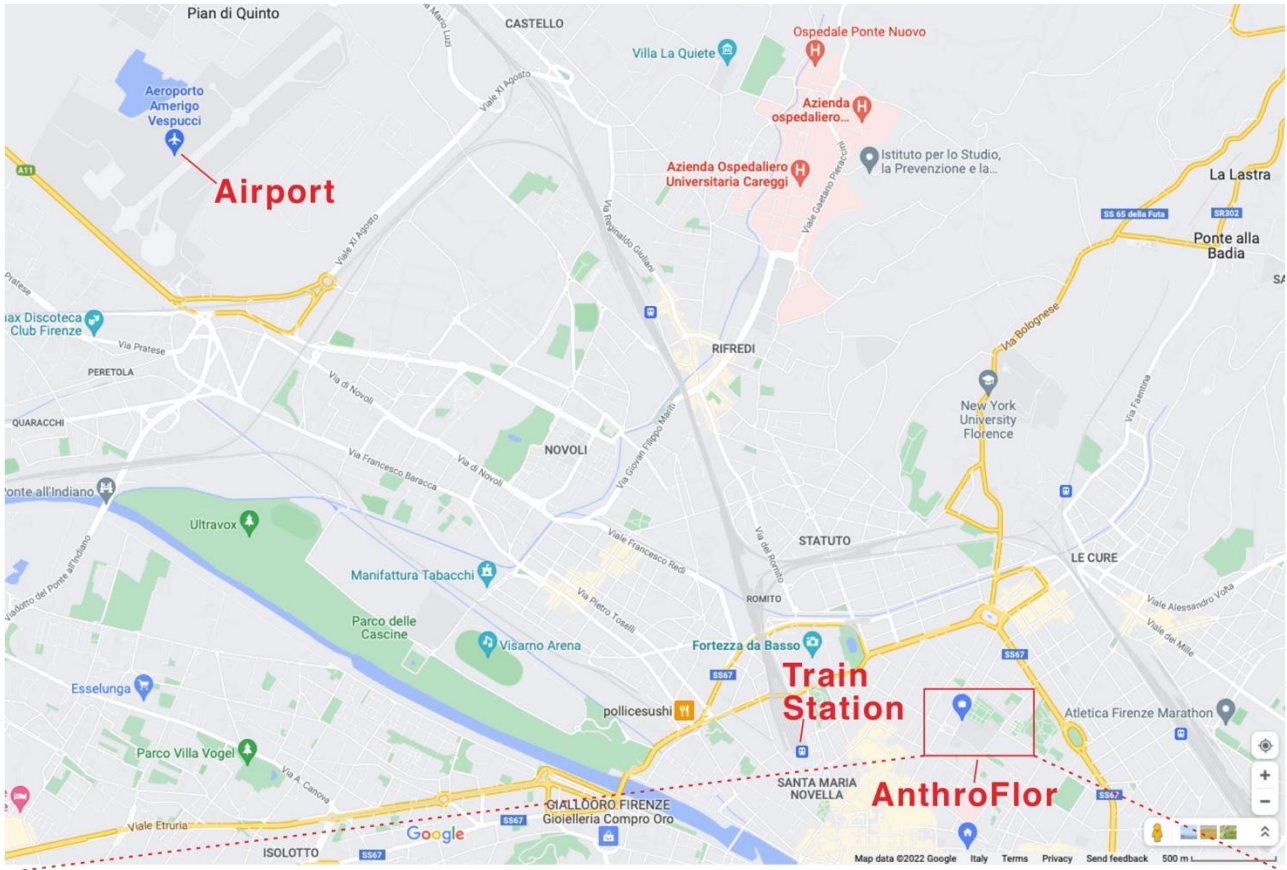
However, it will be also possible to send an electronic poster (both in original and pdf format) at the anthroflor@gmail.com (plus to simon.turner@ucl.ac.uk), by the 05.09.22. We will provide the poster printing on site at the Symposium (free of charge, thanks to SQS support).

LANGUAGE

English

General Information
Symposium Venues

LOCATION MAP



REGISTRATION DESK HOURS

The Registration Desk in front of AULA MAGNA will be opened as follows:

08.30 –16.00 on 8th September 2022 (Thursday)

08.30 - 17.30 on 9th September 2022 (Friday)

CONGRESS ACCESS

- **For In-Person Attendance:** registration in front of the AULA MAGNA
- **For Online Attendance:** you will receive the link one week before the Conference

CERTIFICATES OF ATTENDANCE

Certificates of attendance will be sent by email after the Symposium to all the registered participants that will attend the Symposium in person and online.

INTERNET ACCESS WI-FI

Internet access Wi-Fi is available for congress participants throughout the public areas.

To log in please access the wireless Internet access “FirenzeWiFi”, no password will be requested. Or you could log in “eduroam” with your institutional information.

MOBILE PHONES

Please do not forget to turn your mobile phones to silent mode during sessions.

NON-SMOKING POLICY

Participants are reminded that smoking in enclosed spaces is illegal in Italy.

LIABILITY AND INSURANCE

We cannot accept liability for personal accidents or loss of or damage to private property of participants. Participants are advised to take out their own personal travel and health insurance for their trip.

SAFETY AND SECURITY

Please do not leave bags or suitcases unattended at any time, whether inside or outside the session halls.

FIRST AID

Should you require first aid assistance, please contact the registration desk or any uniformed member of the meeting staff.

TIME ZONE

Florence local time in September is GMT + 2 hour (CET).

Timing indicated in the program is to be considered on a CET - Central European Time basis (GMT + 2)

CURRENCY

Euro (EUR). All major credit cards (Visa, MasterCard, American Express) are accepted in most of the restaurants, shops etc.

ELECTRICITY

The electric current supplied is 220 V. Round, two-pin plug points are available, as elsewhere in Europe. In case you have any devices from the USA/UK, please remember to bring a transformer/adapter.

BANKING

Most Florence banks open between 08:30 and 13:30 and 14:45 to 15:45 Monday to Friday. They are closed on weekends and public holidays and most of them have a cash dispenser and a currency exchange service.

USEFUL TELEPHONE NUMBERS IN FLORENCE

- Medical emergency: 118 • Fire emergency: 115 • Police: 113 • Single European emergency number: 112
- Florence airport - information: +39(0)55 3061300 • Florence airport - lost luggage: +39(0)55 3061302
- For international calls from Italy: 00 + country code + number

- For international calls to Italy: +39 + city code + number
- 24-hour Pharmacies: Santa Maria Novella Station (Via Calzaiuoli, 7r, Piazza San Giovanni, 20)
- Hospital: Santa Maria Nuova (Piazza Santa Maria Nuova, 1)
- Emergency Medical Service (Guardia Medica): Via della Pergola, 1 A, +39(0)57 3454545 (Monday – Friday: 20:00 – 08:00; Saturday – Sunday: 0:00 – 24:00)

TRAVEL TO FLORENCE

- Travel to Florence is via several International Airports: Florence “Amerigo Vespucci”, Pisa “Galileo Galilei”, Bologna “Guglielmo Marconi”, Rome-Fiumicino “Leonardo da Vinci”, Milan Malpensa Airport, and more.
- By Train: The city’s main railway station is Firenze SMN (Santa Maria Novella). Italian railway services: Trenitalia (Freccia Rossa – Freccia Argento: high speed trains) and Italo.

COVID-19 MEASURES

To attend in person the Symposium all participants will be requested to wear their protection mask (FFP2/N95) inside the conference venues (Aula Magna, Sala Strozzi and Geological and Paleontological Museum) at any time.

CONTACT

If you have any questions, please send e-mail to anthroflor@gmail.com.

A list with addresses of selected restaurants, cafes, sandwich shops, pizzerias will be available at the Desk.