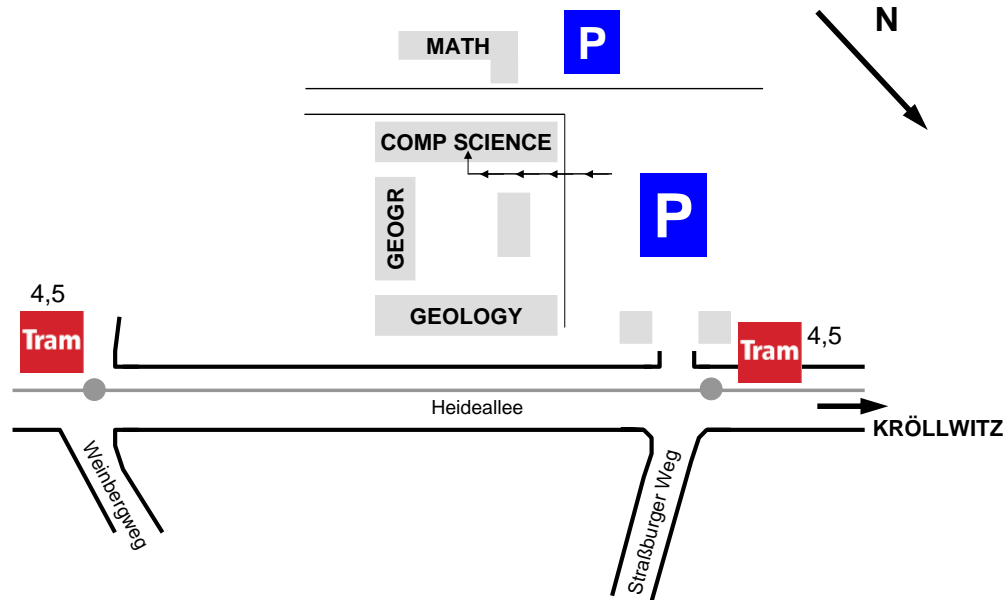


# 1 General Information

## 1. Conference Site and Duration

The conference will take place in the lecture rooms of the Computer Science Building situated within the Weinberg Campus at Von-Seckendorff-Platz 1. There is a sufficiently large number of free parking spaces available.



The conference will begin at 8:30 on Monday, 14 September 2009, and finish around 13:15 on Friday, 18 September 2009. Lectures will start each day at 8:30.

To reach the conference site from the InterCity Hotel Halle-Neustadt we recommend to use the tram leaving in front of the hotel towards the city (direction “Hauptbahnhof” for line 9 and line 10 and direction “Beesen” for line 2). Then, get off at the third stop “Rennbahnkreuz” and change to a tram leaving from the track perpendicular to the arriving track (100 meter walk). You can use line 4 and line 5 (direction “Kröllwitz”). Get off at the third stop “Straßburger Weg”.

## 2. Conference Office and Registration

The conference office will be open on Sunday, 13 September 2009, from 17:00 to 20:00 in the lobby of the InterCity Hotel Halle-Neustadt. On the other days the conference office will be situated at the conference site in room 1.03. It will be open on Monday, Tuesday and Thursday from 8:00 to 16:00, and on Wednesday and Friday from 8:00 to 12:00. You can reach the conference office by phone +49 (345) 5524799 and by fax +49 (345) 5527004. These lines will be active from Monday, 14 September 2009.

Please register at the conference office after your arrival. You will then also receive your conference documents. Participants who have not paid the conference fee in advance

can pay the conference fee in cash at the conference office. Please note that we cannot accept credit cards or cheques.

### 3. **Lecture Rooms and Audio-Visual Requirements**

The opening of the seminar as well as all plenary lectures will take place in lecture room 3.28. For the minisymposia and the contributed talk sessions the following lecture rooms will be used in addition: 1.23, 1.26, 1.27, 1.29. All lecture rooms are in the building Von-Seckendorff-Platz 1 and will be clearly signposted.

All lecture rooms will be equipped with laptop and data projector. The laptops will be prepared for presentations in PDF and Powerpoint format. Speakers should load their talk onto the conference laptop of their lecture room before the beginning of their allocated session. Any speaker requiring an overhead projector and/or other equipment should contact the organisers as soon as possible.

### 4. **Time of Lectures and Discussion**

Please note that the lecture times as given in the programme already include five minutes for discussion. Session chairs will make sure that speakers do not exceed their allocated time.

### 5. **Coffee and Tea Breaks, Lunch**

Coffee and tea will be provided during the morning and afternoon breaks in room 1.02 next to the conference office.

For lunch, the *Mensa Weinberg* is a 15 minute walk away and as a guest you can pay in cash. Please ask local participants or the staff in the conference office for further information. A cafeteria is located at the ground floor of the conference site.

### 6. **Computer and Internet Access**

Wireless internet access as well as computer terminals with internet access will be available for participants at the conference site. The necessary login information will be provided in the conference office.

### 7. **Conference Dinner**

The conference dinner will be held in the InterCity Hotel Halle-Neustadt on Thursday, 17 September at 19:00. One dinner ticket is included in the conference fee; accompanying persons pay EUR 30. The fee for the dinner is payable in cash when registering in the conference office.

### 8. **Guided Tour on Wednesday afternoon**

You are invited to an excursion to the city of Lutherstadt Wittenberg on Wednesday, 16 September (included in the conference fee). Busses will leave from the conference site at 13:00 and will return to Halle at around 19:30. In Wittenberg we will enjoy a guided tour through the historic city centre including a visit to the *Schlosskirche* (Castle Church). You will also have some time to visit one or two other attractions in Wittenberg or have a coffee, tea, or beer in one of the restaurants or cafés. *If you are interested then please register for the excursion at the conference office.*

### 9. **Conference Proceedings**

The proceedings of NUMDIFF-12 will be published as a special issue of the IMACS

Journal *Applied Numerical Mathematics*. Guest editors are M. Arnold, W. Hundsdorfer, J.G. Verwer and R. Weiner.

Every speaker of NUMDIFF-12 can submit a manuscript for consideration of publication in this special issue. Submitted manuscripts must deal with original work not published elsewhere and will be refereed according to the standard journal procedure.

For a statement of the journal's objectives and the instructions for authors, see

<http://www.elsevier.com/locate/apnum>

Authors are encouraged to use the journal style files. The paper length is restricted to 20 style file pages. The deadline for manuscript submission is 15 December 2009. Manuscripts should be submitted electronically (in PDF or PS format and only a manuscript file) to

`Jan.Verwer@cw.nl`