

Urban Age 'Shaping Cities'
14-15 July 2016
Key Logistical Information

Dear Sung

There are now less than two weeks remaining until the Urban Age Shaping Cities conference. This email contains the key logistical information that you will need for your stay in Venice. **Please acknowledge receipt of this email and respond by 5 July 2016 at the latest.**

1. Name Badge

We are currently finalising our participant list with the names, job titles and institutions of each participant. This information will appear on participants' name badges. Please ensure that the information below is correct. If the field is blank, please email us with this information:

First Name: Sung

Surname: Kim

Job Title: Curator

Institution: The FAR-Game - Korean pavilion

2. Biennale Ticket

You will receive a three-day Biennale Ticket free of charge. This can only be used on three consecutive days and will be activated when used for the first time. You must ensure that you have your Biennale ticket with you **at all times** as you cannot access the conference venue without it.

Your ticket will be available for collection from the Biennale Ticket office at the Arsenale between the following times:

- **Wednesday 13 July:** from 10:00 – 18.00
- **Thursday 14 July:** from 9:30 – 18.00.
- **Friday 15 July:** from 10:00 – 13.00

On collecting your ticket, you will also be given a map which will direct you to the Conference venue.

3. Conference Venue

The Conference will be held at the Teatro alle Tese which is situated in the Arsenale complex of the Biennale. The venue is approximately 10-15 minute walk from the entrance to the Arsenale so please allow for sufficient time to get to the venue. Once at the Teatro alle Tese you will need to register and collect your materials, so again, please arrive early.

4. Programme & Translation

Please find attached the draft conference programme. This may be subject to change and you will be given an official final programme upon registration.

The majority of the Conference will be conducted in English and will be simultaneous translated into Italian. During the first session on Thursday 14 one keynote address will be given in Italian which will be simultaneous translated into English.

For this session all participants will be offered headsets at the start of the session which **must** be returned to Urban Age staff at the end the morning session.

Anyone requiring the Italian translation for subsequent sessions should collect headphones from the translation desk.

5. Urban Age Dinner – 14 July 2016

As part of the Conference, we are delighted to invite you to a buffet dinner on the roof terrace of Ca' Giustinian, San Marco 1364/A, 30124 on 14 July at 20.30 (invitation attached).

Please confirm your attendance along with any dietary requirements by responding to this email.

Should you have any questions, please do not hesitate to contact me.

Kind regards,

Tom Murray

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