



Getting Ready for CIES 2012

CIES 2012 is just six weeks away, and we're looking forward to welcoming everyone in sunny San Juan, Puerto Rico! Please take a moment to make sure that you have completed all of the necessary pre-conference preparations.

Did you...

- Check the online [program](#) for the date and time of your scheduled presentation or other conference roles?
- Make sure that your name, affiliation, and title of your presentation appears correctly?
To change any personal information, log into the [proposal submission site](#) and select "Edit Personal Contact Information" under the Submitter menu. To make corrections to your presentation title, send an email to cies2012.pr@gmail.com. The last day to request changes is **March 26**. Any changes requested after that will appear in the program addendum.
- [Register](#) for the conference?
The registration deadline is **March 19** for all presenters, discussants, chairs, and participants who are on the program. Presenters who have not registered by 11:59 PM EST on March 19 will be removed from the conference program.
- Register for pre-conference [workshops](#)?
Ten different workshops are being held on Sunday, covering a range of topics. Capacity is limited, so be sure to register soon. You can [edit](#) your registration to add a workshop.
- Register for special events? You don't want to miss wining and dining at the [Gala Dinner](#) or dancing the night away at the [New Scholars Salsa Soiree](#). Purchase your tickets through [Indiana University Event Registration Services](#).
- Check out the schedule for [plenary and special sessions](#) listed online?
- Make travel arrangements?
CIES attendees can receive a 5% discount off the lowest applicable published air fare on American Airlines. The promotion code is **7242BP**.
- Make transportation arrangements?
Puerto Rico Shuttles is offering CIES attendees a 40% discount on their airport shuttle service, at \$10 one way from the airport to hotel. Use this link to make your reservation: <http://reserve.puertoricoshuttles.com>.
- Make hotel reservations?
Conference rate rooms at the Caribe Hilton, the conference venue, are sold out. Reservations can be made at the [Conrad San Juan Condado Plaza](#) hotel, which is 0.7 miles away from the conference venue. CIES room rates are \$209, not including 11% tax and 14% resort fee. Use group code **ACIF**. The cutoff date for this rate is March 19, 2012.
- Check the [Frequently Asked Questions](#)?
- Review the [discussant and chair roles and responsibilities](#)?
- You should e-mail your paper or presentation to assigned discussants by April 2, 2012. Not all sessions will have discussants.
- If you can no longer attend CIES 2012, please let us know by e-mailing cies2012.pr@gmail.com.

See you in San Juan!

CIES 2012 Planning Committee