

If you have a business trip or take part in the conference, you have a lot of things to do. It is necessary to make a hotel reservation. If the conference is held in another country, you have to do a lot of things: to get your visa, book a ticket for a plane, collect all necessary things. You should arrive at the airport two or three hours before your flight, because you should fill in the customs declaration, pass through the customs, check in your bags, pass through passport control and find your boarding gate. Each passenger is given a boarding pass to be shown at departure gate and again to the stewardess when boarding the plane.

When you arrive at the hotel from the airport, you walk up to the reception desk; here you fill in the arrival card and make a cash deposit. You should tell about your departure in advance, so you should know the check-out time in this hotel.

If you have a business trip or take part in the conference, you should remember that your appearance must fit the situation. So a white shirt and suit certainly must be in your luggage.

A conference is an important event in a researcher's life. If you received an invitation to participate in the conference, first of all you should send a short abstract of 200 words to the Programme Committee. When your abstract is accepted, it is better to prepare your paper and send it well in advance to the Committee.

The greatest advantage of an international conference is that you make a personal contact with people. Most conferences arrange a reception at the beginning where people can socialize and get to know each other.

During the first two or three days of the Conference there are a lot of different things going on at once. There are some sessions everyday where speakers read their papers. There is a very strict schedule, you should present your data and very briefly discuss the results during fifteen minutes. After that an audience asks questions. Also there are some interesting papers presented as posters.

Of course, there is a social programme at a conference. It is designed mainly for the wives of the scientists. There are some sightseeing tours for them. On the last day there is a conference dinner where people talk to each other and nobody feels any language barriers anymore.