Thank you very much for contributing to the "1st Workshop on Green (Responsible, Ethical and Social/Sustainable) IT and IS – the Corporate Perspective (GRES-IT/IS)". Please find below information and next steps for participants.

#### **Online registration**

... is open now - <u>https://www.wu.ac.at/en/imc/research/workshops/first-workshop-on-green-it-and-is-the-corporate-perspective-gres-itis/gres-itis-candidate-registration-form/</u>. Please provide your <u>general information</u> as well as a <u>short CV</u> (150 words), specify your <u>status</u> (<u>candidate</u> = presenting an extended abstract; actively participation; <u>panelist</u> = participating to contribute to the discussion without having submitted an extended abstract).

Please specify when you will arrive (arriving on September 21<sup>st</sup> or September 22nd). In case you do not want to participate in the social events, please send an extra email to bkrumay@wu.ac.at.

#### Camera ready version

... has to be sent to <u>bkrumay@wu.ac.at</u> by September 19<sup>th</sup> in word (.doc or docx including all reference sources) and pdf-format (for pre-prints). Workshop participants will have online access to pre-prints of camera-ready versions as soon as they are available (but Sept 19<sup>th</sup> the latest) in order to encourage participants to actively contribute to the research of others.

#### **Conference Venue**

... is WU Vienna University of Economics and Business, Department of Information Systems & Operations Management, building D2, entrance C, Welthandelsplatz 1, 1020 Vienna, Austria.

#### **On-site registration**

... will take place at WU Vienna University of Economics and Business, Department of Information Systems & Operations Management, building D2, entrance C on the second floor ("Front office") from 16:00 – 19:00 on September 21<sup>st</sup> 2016 and from 08:30 h on September 22nd 2016; the registration desk will remain open for the duration of the workshop. At registration, you will receive your name badge and the workshop documents.

#### There is no Workshop Fee

... which means that only <u>actively participating candidates</u> receive a name badge, workshop programme, list of participants, confirmation of participation, and refreshments (during breaks).

<u>Passively participating panelists</u> can also participate in the workshop free of charge and on request they may also receive a confirmation of participation. Furthermore, they may attend in the social events.

#### Social Events

... are not included and have to be paid by the participants directly at the venue. However, the guided tour on the WU campus is free of charge for all (active candidates and passive participants) and will start at the workshop venue; registration is not required. For the social events at Schweizerhaus and MQ you are automatically registered when registering for the workshop. Participants are expected to arrive there on their own (please bring your name badge).

#### Workshop Program

... a preliminary version is provided below. A detailed schedule will be sent by e-mail as soon as all the presenters have confirmed their attendance.

	Workshop	Social Event
Sept. 21 <sup>st</sup>	16:00 Registration	
(pre-workshop)	16:30 Setting the research	
	agenda for GRES-IT/IS"	
		19:00 h @Schweizerhaus
Sept. 22 <sup>nd</sup>	08:30 h Registration	
	09:00 h Welcome	
	09:30 h 1 <sup>st</sup> session	
	11:00 h Break	
	11:15 h 2 <sup>nd</sup> session	
	12:45 h Lunch break	
	13:45 h 3 <sup>rd</sup> session	
	15:15 h Break	
	15.45 h 4 <sup>th</sup> session (invited)	
	16:45 h Break	
		17:00 h Visiting the WU campus
		19:00 h @Museumsquartier (MQ)

### Notes to Presenters,

- ... which could be helpful to make this workshop a pleasant experience for everybody. The slots are 25 min. per extended abstract and should give enough room for discussion (approximately 10 min.). Please approach your session chair 15 min. before your scheduled presentation and upload your presentation to the computer (or send your presentation until September 21<sup>st</sup> to bkrumay@wu.ac.at). Some other recommendations that may help you in preparing your presentation:
  - 1. The audience is there to support you in further developing your papers, so try to address them appropriately.
  - 2. In planning your presentation you must first answer the questions 'why do I want to talk to these people?' / 'What do they expect from me?' / 'What can I expect from them?'
  - 3. Structure your presentation in a similar way as your extended abstract.
  - 4. The purpose of the presentation is to encourage the audience to provide feedback and support you in your next step to further develop the extended abstract.
  - 5. Prepare well in advance to allow a pleasant experience for all and having a smoothly-running presentation without anxiety. Please do not read your paper during presentation! Try to find a good size of fonts and graphics!

#### **Presentation Equipment**

... is available at the venue (computer and LCD projector). If you require other equipment please let us know well in advance and be aware that this may incur an additional charge payable.

#### Accommodation

... is the responsibility of the candidates and participants.

### Location Information

Language: German

Time Zone: UTC + 01:00

Currency: Euro €

### **Public Transportation**

From Vienna airport	City Airport Train (CAT): € 12,- (one way), € 19,- (turn and return)	
to the city	http://www.viennaairport.com/en/passengers/arrival_parking/city_ai	
	<u>rport_train_cat</u>	
	Other rail connection (S7/IC/Railjet): € 3.90 (one way to/from Vienna,	
	including travel on entire Vienna public transport network)	
	http://www.viennaairport.com/en/passengers/arrivalparking/s-	
	<u>bahnsuburban_railway</u>	
<u>In Vienna</u> (including	Vienna's public transport is very well developed, including buses, trams,	
railway stations)	and subways. The WU is located close to two different subway stations	
	(U2 – Messe/Prater or Krieau - <u>https://www.wu.ac.at/en/imc/home-</u>	
	start/location-at-campus-wu/). Information about tickets and fees can	
	be found on the website of the Vienna public transport company	
	https://shop.wienerlinien.at/index.php/product/3/show/0/0/0/0	

### More Information - WU Vienna University of Econocmis and Businsess

... can easily be reached by car, plane and public transport.

<u>Public transport - Subway</u>: located between the U2 stations Krieau and Messe-Prater. The route from both underground stations to the Campus WU is roughly the same (5-10 minutes). The building AD is located in the western part of the campus and is accessible via the U2 station Messe-Prater, exit Messe.

<u>Public transport - Bus & Tram</u>: accessible by the bus line 82A (station Krieau) and the tram line 1 (station Prater Hauptallee).

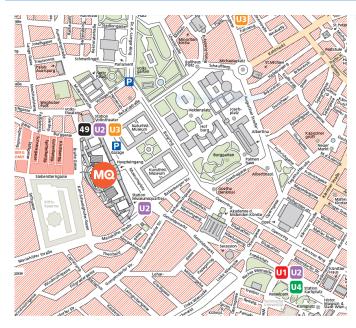
<u>By plane</u>: The nearest airport is Schwechat (VIE). By taxi it takes about 30 minutes to the WU Executive Academy. Alternatively, you can also use the high-speed rail to the station Praterstern (U1, U2).

<u>Individual transport - per car</u>: The parking garage is located beneath the main road of the campus. The garage entrance is in the Trabrennstraße (navigation system Trabrennstraße 5). There are a total of 411 parking spaces, of which 180 are available at short notice, the rest is reserved for long-term parking. From the garage, 4 exits lead to the campus. The exits are in free space - so each building can be accessed through its main entrance on the ground floor.

<u>On campus</u>: the Campus WU consists of 6 buildings. Take a look at the Campus WU interactive browser app to find the locations of the individual units. You can look at the schedule for places, persons, institutions and courses. <u>http://campus.wu.ac.at/?setLng=en</u> . And there is a Campus navigation app to look up places and people at Campus WU.



#### More Information – Museumsquartier (MQ)



#### Public Transport

Subway: U2 (MuseumsQuartier station and Volkstheater station) U3 (Volkstheater station) Bus: 48A (Volkstheater station) City Bus: 2A (MuseumsQuartier station) Streetcar: 49 (Volkstheater station)

#### Information

Infoline: 0820/600 600 (in Austria only) Comprehensive information on the MuseumsQuartier Wien is available at www.mqw.at and the above number.

#### Contact

MuseumsQuartier Wien Rentals and Event Management Museumsplatz 1 A-1070 Vienna Tel: +43/1/523 58 81 Fax: +43/1/523 58 86 event@mqw.at http://event.mqw.at www.mqw.at