

VCMF 2025 – July 9-11, WU Vienna

Practical Information for all attendees

Where is the registration desk?

On Wednesday, you will find the registration desk at WU Campus, in the Forum (the big entrance hall) of Building LC, after the entrance on the left-hand side.

On Thursday and Friday, you will find it in Building D5, on the first floor.

Can I leave my luggage with you?

We will have locked rooms where it is possible to store larger items such as luggage after arrival or before departure. However, please remember to take all personal items, smaller bags and laptops with you after the sessions, since we cannot take liability.

Where can I find the conference rooms?

The conference takes place in two buildings:

1) **Building LC.**

The plenary talks on Wednesday and Thursday take place in Ceremonial Hall 1 (German: Festsaal 1), also the panel discussion on Wednesday. Coffee breaks on Wednesday, poster sessions and the welcome reception take place in the Forum.

2) **Building D5.**

All parallel sessions (Wednesday, Thursday and Friday) take place in this building, as well as the plenary talks on Friday. Coffee breaks on Thursday and Friday are also in this building.

Rooms A and B are located on the ground floor, rooms C to F on the first floor.

In Building LC, toilets are situated on the ground floor, next to the Ceremonial Hall 1 and the Forum. There are additional toilets on basement level -1 and level 2.

In Building D5, toilets are situated on both the ground floor and the first floor.

You can use <https://campus.wu.ac.at/> to locate buildings and rooms. With the “locate me” button (grey dot with circle) on the bottom right you can find your own location.

Where are the coffee breaks/lunches?

On Wednesday, the coffee breaks take place in the Forum (Building LC).

On Thursday and Friday, the coffee breaks take place in Building D5, on the first floor.

Lunches (menu attached) take place in the Mensa (Building D1/TC) on all three days. You will find three lunch vouchers inside your name badge. They are valid for one lunch each and are redeemable at all food courts of the WU Mensa.

Beverages (water and juice) are set on the tables reserved for the conference.

We have reserved a dedicated space in the back on the left-hand side of the Mensa, behind a partition. Please use this space first. Additionally, there are four high wooden tables reserved right in front of the food court.

Two members of our conference staff will help you find the right section.

Please refer to the conference schedule for times of coffee breaks and lunches, since these vary between days.

Where is the Welcome Reception?

The Welcome Reception takes place in the Forum, after the panel discussion.

We would like to take a group photo of all attendees in the Forum right after the panel discussion, so if you want to be included, please join us in the Forum and follow the directions of the photographer/organizers.

Where do the Poster Sessions take place?

Both poster sessions take place on Wednesday in the Forum (Building LC).

The first poster session takes place during both coffee breaks, the second poster session during the Welcome Reception.

We ask all poster presenters to be available for questions during their assigned poster session. If you need help with your poster, please contact the registration desk.

Is there a room where I can work?

During the plenary talks on Wednesday and Thursday, rooms A to F in Building D5 are available.

During the plenary talks on Friday, rooms C to F in Building D5 are available.

During the entire conference, seminar room D4.0.127, located on the ground floor in Building D4, is available to all participants. Additionally, there are two study areas (D4.0.149 and D4.0.234), also on the ground floor of Building D4. If you need a quiet meeting room, please ask at the registration desk.

Again, please use <https://campus.wu.ac.at/> to locate buildings and rooms.

How do I get a WiFi connection?

The whole campus is connected to Eduroam. In case you have troubles with Eduroam we can provide you with WiFi credentials at the registration desk.

How can I ask for help?

Please come to the registration desk (Wednesday in Building LC, Thursday/Friday in Building D5).

How do I get to the Conference Dinner?

For all participants (except those who explicitly registered "without dinner"), the conference dinner is included.

The conference dinner starts at 19:30 on Thursday, July 10.

It takes place at the restaurant next to the historic Tiergarten Schönbrunn (Zoo Schönbrunn), located at Maxingstrasse 13a, 1130 Wien.

<https://maps.app.goo.gl/fpoiX59NaJE7JAHz9>

By subway, it is a ride of about 50 minutes from the conference venue.

All attendees of the conference dinner will receive a separate e-mail on Thursday morning with detailed instructions on how to get there.

There are two options, one faster route (~50 minutes altogether: subway, then a short walk) and a nice longer route (~95 minutes altogether: subway, then a lovely walk through the historic gardens of Schönbrunn).

There is no ticket or voucher for the conference dinner. We will have a list of names at the entrance.

If you are not sure about the status of your registration (with or without dinner), please ask on Thursday at the registration desk.

What about special dietary needs?

We recorded special dietary needs during the registration process for planning purposes and informed all respective attendees.

If you have questions about allergens, please get in touch with the service personnel of the catering who will provide more information, or ask the conference staff.

Practical Information for presenters and chairs

1) The last speaker of every non-invited session is the chair.

Contributed talks last 25 minutes + 5 minutes for questions.

2) Please ensure that talks start and end on time. We want to guarantee that people can move timely between sessions. The chair should kindly encourage any further discussion to continue after the session.

3) Please use the microphones provided in the Ceremonial Hall and room A.

4) If a presenter ends early or is a "no show," use the extra time for questions and comments, and refrain from starting the next talk early. If there is a cancelled talk, DO NOT move up the subsequent talk(s). Simply recess during the cancelled time, and resume your session with the next talk as scheduled in the program. This enables all attendees to read and follow the published schedule.

How do I start my presentation?

Please be present at least 5 minutes before the beginning of your session.

Bring the last version of your slides on a USB flash drive directly to your talk. Connect it and copy your presentation to the computer in the room before the beginning of the session. While possible, we ask presenters to refrain from using the rooms' HDMI cables in combination with the personal laptop because this could cause delays in the schedule due to technical issues.

There will be presenters/pointers available in all the conference rooms.

Actuaries & CPD points

Actuaries who need a confirmation for their Continuing Professional Development (CPD) will have to confirm their participation with a special form.

Please contact Sandra (Trenovatz) at the registration desk.



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ESSEN
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| | | WEDNESDAY | | THURSDAY | | FRIDAY | |
|--|--|---|--|--|--|---|--|
| Soup of the day | | Clear vegetable soup soup add on | | Creamy paprika soup | | Clear vegetable soup soup add on | |
| | | A,C,G,L | | A,L | | A,C,G,L | |
| Powered by plants 100% plant based or Veggie | | Zucchini & potato goulash bread | | Homemade "Kaiserschmarrn" (austrian sweet dish) apple sauce or steamed plums | | Vegetable strudel parsley potatoes garlic dip | |
| | | L | | A,C,G | | A,C,G,L | |
| Meaty | | Fried chicken schnitzel parsley potatoes | | Pasta with ham (pork) chives | | Fried coalfish parsley potatoes Sc. Tartare | |
| | | A,C,G | | A,C,G,L | | A,C,D,G,M | |
| Pizza & Co | | XXX | | Pizza Margherita | | Pizza Margherita | |
| | | | | Pizza Speciale | | Pizza Speciale | |
| Bowls & Co | | Create your own...Bowl Wrap Salad Special Topping | | | | Meat Topping | |
| Pasta & Co | | Homemade Pasta (A) | | Homemade Pasta (A) | | Homemade Pasta (A) | |
| | | Homemade Gnocchi (A,C) | | Homemade Gnocchi (A,C) | | Homemade Gnocchi (A,C) | |
| | | optionally tomato sauce or pesto | | optionally tomato sauce or pesto | | optionally tomato sauce or pesto | |
| | | Beef bolognese | | Beef bolognese | | Beef bolognese | |
| Extra station for our group | | XXX | | Cevapcici fries onion mustard | | XXX | |

CHANGES RESERVED!

You can choose **one lunch at any station** at the food court.
Stations Veggie & Meaty **include a small salad or soup.**