

GENERAL INFORMATION

Conference and Venue Information

The conference venues are:

- The University of Madeira - **Penteada Campus** (SIG meetings and symposia sessions)
Universidade da Madeira – Campus da Penteada, Caminho da Penteada, 9020-105 Funchal, Portugal
- Tecnopolo – (plenary sessions, poster sessions, all catering and the exhibition)
Caminho da Penteada, 9020-105 Funchal, Portugal
- Quinta Magnolia Gardens (25th August) – (main conference registration and Welcome Drinks Reception)
Rua Dr. Pita 10, 9000, São Martinho, Funchal, Portugal

A Google map can be found [here](#). Volunteers will be on hand to help direct you to your sessions.

If you have any enquiries, please email enquiries@eeceraconference.org or, if you have any urgent issues whilst you are in Madeira, please visit the conference Help Desk or EECERA stand (located in Tecnopolo). Please see the [programme overview](#) for opening times.

Arriving by air

Madeira has an international airport, Cristiano Ronaldo Madeira International Airport (FNC), which offers flights from several European cities. The airport is located approximately 20 kilometres east of Funchal, the island's capital.

<https://visitmadeira.com/en/travel-info/how-to-get-here/>.

From the airport to Funchal

- **Aerobus:** The Aerobus departs regularly from the Arrivals area outside the terminal and serves the main hotel districts in Funchal. The current single fare is between €6-7 when purchased on board (cash only) or €5-6 with a pre-purchased GIRO ticket. The journey takes approximately 50 minutes, depending on the destination.
- **Taxi:** Taxis are available directly outside the Arrivals hall, on the ground floor of the airport. Fares are metered and may vary depending on the time of day, destination and applicable supplements. Many taxis accept card payments, although delegates may wish to carry some cash as a precaution. Both **Bolt** and **Uber** operate in Madeira, including services to and from Madeira Airport.

Using public transport within the city

For information on traveling within Madeira please follow this link: <https://visitmadeira.com/en/travel-info/how-to-move-around/>

Buses are a convenient option for travelling between the city centre, main hotel areas and other parts of Funchal. Routes, timetables and stops can be checked using the [Horários do Funchal journey planner](#) before travelling.

A standard ticket costs €2.00 for a single journey. For visitors staying for a few days, pre-purchased tickets loaded onto a GIRO Ticket card offer better value at €1.45 per journey. The GIRO card costs €0.50 when first purchased and can be topped up with additional journeys. Tickets can be purchased and topped up at Horários do Funchal sales and information points.

Getting to the University of Madeira

Please note there is no dedicated shuttle service between the campus and the centre of Funchal and therefore delegates will need to rely on public transport.

For detailed information on traveling to the University please follow this link <https://eecera.org/eecera-2026/getting-to-the-university-of-madeira/>.

The University of Madeira can be reached through a range of transport options, offering flexibility in choosing the most convenient solution according to your needs and schedule.

Car- Participants travelling by car are advised to check in advance the most suitable access route and the parking options available near the venue. Parking is available on a first-come, first-served basis only, and there are no reserved spaces for delegates.

Taxi services - taxis are a convenient and widely available way to reach the university. They can be hailed on the street, booked by phone, or taken from designated taxi ranks throughout the city. From Funchal city centre, the journey to the University of Madeira's Campus da Penteada will usually take around 5 to 10 minutes, depending on traffic conditions and cost approximately €6.00 to €10.00.

Bus- Several regular public bus routes serve the area of the University of Madeira, connecting it with Funchal city centre and surrounding areas. These are not routes dedicated exclusively to the university; rather, they are standard public transport services that pass through or near the campus area and may therefore be used to reach the venue. Participants are advised to consult timetables and route maps in advance in order to plan their journey accordingly.

The **Horários do Funchal journey planner** is the easiest way to check the most suitable bus route and departure times from your hotel or accommodation. You can search by location, route or bus stop.

Destination: University of Madeira – Penteada Campus / Madeira Tecnopolo

Plan your journey: [Horários do Funchal journey planner](#)

Please check timetables shortly before travelling, as routes and schedules may change. The website also provides current service alerts and information about route changes.

Accommodation

Please visit the dedicated page on the conference website for more information: <https://eecera.org/eecera-2026/accommodation/>

Registration and Information Desk

To collect your badge and delegate pack, or to speak to a member of our conference team, please visit our registration desk or help desk during the following times:

- Tuesday 25th August, 17:00 – 19:30 Main Conference Registration – [Quinta Magnolia](#)
- Wednesday 26th August, 08:00 – 10:30 Registration / Help Desk – Tecnopolo
- Thursday 27th August, 8:30 – 17:00 Help Desk – Tecnopolo

COVID-19

While it is no longer a legal requirement to wear a face covering in Madeira, you may of course continue to wear one if you choose. We ask is that delegates remain considerate and respectful of others needs and wishes which may not necessarily mirror their own.

EECERA 2026 Volunteers Team

We have a large team of staff and volunteers supporting the conference this year. Please do not hesitate to approach any of our staff should you have any queries; they will be happy to assist you!

Lunch and refreshments

All lunches and refreshments will be served at the Tecnopolo (Pavilion A, Level 0).
Friday lunchboxes will be distributed from Tecnopolo (Pavilion A, Level 0).

Conference passes

Delegate pass needs to be worn at all times during the conference and presented to the conference staff when requested. If you lose your pass please visit the conference registration/ help desk who will be able to assist you.

Accessibility

If you require assistance, please visit the conference registration/ help desk and we will be happy to help.

Quiet Room/ Prayer space

A quiet and prayer space is available at the Music Room, **Level -1** within the **Caminho de Penteadá University Campus**. If you should wish to access this room please speak to a member of staff at the **Help Desk – Tecnopolo** or **ask a volunteer to help/direct you**.

Mobile devices

As a courtesy to speakers and colleagues, please remember to switch off your mobile phone during sessions. If you are presenting, please do not have a mobile phone on you when you are near the microphones.

Wi-Fi

The **UMa** network will appear on the list of available networks; you can connect to it using the password **nccrumasa**. Please note that whilst at the University, you can also access the internet via the **Eduroam** network.

QR codes for the Wi-Fi will be displayed at the venues and the volunteers will also be on hand to help.

Social media

The hashtag for the conference is #EECERA2026. We would love to have a lively stream of posts during the conference using EECERA LinkedIn, Facebook and BlueSky accounts. We encourage everyone active on social platforms to share their conference thoughts, pictures and ideas.

Photographs

We will be taking photographs and video recording during the conference. If you do not wish to be photographed or filmed, please let a member of staff know at the EECERA Stand in the Tecnopolo or email enquiries@eeceraconference.org. A selection of photographs will be uploaded to the conference website and published on social media during and after the conference.

Drop-in Networking Session for First Time Attendees

Held on **Tuesday 25th September, 18:15 – 19:00 Quinta Magnolia**- this lively, informal networking opportunity is for those who would like to meet new people and get some practical advice from the Board of Trustees on how to make the most of their EECERA 2026 experience. It is open to all EECERA delegates but will be especially helpful to delegates coming to our conference for the first time and any colleagues travelling alone.

Sustainability

EECERA and our local hosts have worked hard to reduce the environmental impact of this conference in a number of different ways, from the use of the conference app in place of printed programme books, to the way we have reduced the use of single use plastics. We have provided delegates with reusable water bottles and water stations can be found around the venues. At the end of the conference name badges may be returned for recycling.

Welcome Reception, Sunset Boat Trip and Conference Dinner

The **Welcome Reception** will take place on **Tuesday 25th August between 19:30 and 21:00** at the **Quinta Magnolia**. The cost for delegates is included in the registration fee.

The **Sunset Boat Trip** will take place on Wednesday 26th August from 18:30-21:30 from Port of Funchal. Meeting point The meeting point is at 6:00 PM at [Avenida do Mar, Praça do Povo – Funchal Pier 8](#), next to boarding gate no. 3.

Ticket sales for this event have now closed. Guests are requested to bring their ticket, which will be issued upon conference registration.

The **Conference Dinner** will take place on **Thursday 27th August from 19:00 to 23:30** at **O Lagar**. Ticket sales for this event have now closed.

- Bus departure:
[Av. Sá Carneiro \(next to Praça CR7\)](#) → Restaurant “O Lagar” — 7:00pm
- Return:
Restaurant “O Lagar” → Av. Sá Carneiro — 11:30pm

Guests are requested to bring their dinner passes, which will be issued upon conference registration, and arrive promptly at the meeting point for the bus departure at 7pm.

Liability

The EECERA 2026 Conference and the local organising committee accept no liability for loss or damage of any items during the event.

Poster set up and removal

All posters will be displayed in **Tecnopolo Pavilion A, Level 0**.

If you are a poster presenter, please remember to bring your poster in A1 portrait format.

If you ordered printing of your poster with the University of Madeira, the printed poster will be available to collect from the registration desk/ registration area located in the [Tecnopolo building](#) on the morning of Wednesday 26th August 2026. Please collect your poster and you will be directed where to go to display it (either on 26th or 27th August, depending on whether you are due to present in Poster Session A or Poster Session B).

Please ensure your poster is displayed ready for your session. Staff and volunteers will be on hand to help you locate your designated display area and attach the poster to the board.

Poster Symposia Sessions

The poster symposia will take place on Wednesday 26th August 2026, 14:35 – 15:25 and Thursday 27th August 2026 10:25 – 11:10. All poster presenters are required to be present at their stands during their poster symposium. Please see [Notes for Poster presentations](#) for full information to help you prepare your presentation.

Instructions for Presenters and Chairs

Speakers are required to arrive several minutes before their presentation in the assigned room. A member of volunteers/staff will be present to assist you with anything you need. Please refer to the [Guidance for presenters](#) and [Guidance for Chairs](#) for full information to help you prepare for your presentation.

In the session

Please check the time and venue of your session in the [Conference Programme](#) and on the app. Kindly arrive before your session is due to start, in order to meet the session chair and a technician, should you require help setting up. Please observe the time given for your presentation. You will not be permitted to speak for longer than the time given.

User Guidelines - Downloading and accessing your Ex Ordo conference guide:

To download this guide on your phone, you will need to do the following:

- Download the Ex Ordo app on your phone from either the [App Store](#) (iOS) or the [Google Play Store](#) (Android). The installation process will take a few minutes.

- Once the app is installed, click the Ex Ordo icon that now appears on your phone screen. You can choose to create an account or log in if you have an existing account.
- Because this guide requires a passphrase, you will need to navigate to the Find Guides tab and click on the Have a Passphrase button. Please enter the passphrase which is: **eecera2026**

If you would like to receive notifications from the conference organisers and interact with other users of the guide you will have to log in. Here is an article that explains the process - [Check in and Connect](#)

NOTE: You have to create a new account for logging into the guide. Your Ex Ordo website credentials won't be recognised in the mobile app when you try to log in. However, if you attended last year and still have the ExOrdo app, you should be able to access this year's conference information. To do so, log in to the app and search for EECERA 2026 by entering the passphrase: **eecera2026** (in the app, navigate to passphrase in the bottom left corner).

Evaluation of the conference

We value your feedback regarding the 2026 EECERA Conference. Please complete the online evaluation which we will send to you shortly after the conference.

Certificates of attendance

Certificates of Attendance will be provided to all delegates UPON REQUEST, after the conference. Please allow 10 working days for your request to be processed.

Other useful information

Electricity	230 V, 50 Hz; standard European sockets/plugs (Type C/F).
Driving	In Madeira, motorists drive on the right.
Insurance	The Conference Organising Committee or its agents will not be responsible for any medical expenses, loss or accidents incurred during the conference. Delegates are strongly advised to arrange their own personal insurance to cover medical and other expenses including any accident or loss. Where a delegate has to cancel for medical reasons, the normal cancellation policy will apply. It is recommended that citizens from EU countries bring with them a current EHIC card.
Language	Portuguese is the official language. English is widely spoken in tourist areas.
Money	The currency in Madeira is EUR (€).
Smoking	Smoking is generally restricted in enclosed public places and indoor workplaces, subject to Portuguese regulations and designated areas.
Time	Madeira is on GMT in winter and GMT+1 in summer.
Water	Tap water is safe to drink in Madeira. Bottled water is also readily available.
Weather	Summer temperatures average around 25°C, although conditions vary considerably around the island. Funchal can be warm and sunny while the mountains may be considerably cooler, cloudy or foggy.