



Universiteit
Leiden
Archaeology

33rd Congress of the Rei Cretariæ Romanæ Fautores Leiden, the Netherlands, 15-22 September 2024

Dear Fautores, dear colleagues, dear friends,

In this Third Circular, we wish to inform you on the following practical aspects – some of which was already included in the Second Circular – including the final programme as well as more details on Leiden itself:

- Final programme
- Congress venue
- Your presence during the congress week
- Restaurant information
- Congress fee and payment details
- Further details on the post-congress excursions
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- Oral presentations guidelines
- Poster guidelines
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- Congress proceedings: the RCRF Acta
- Booksellers present
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- To do list

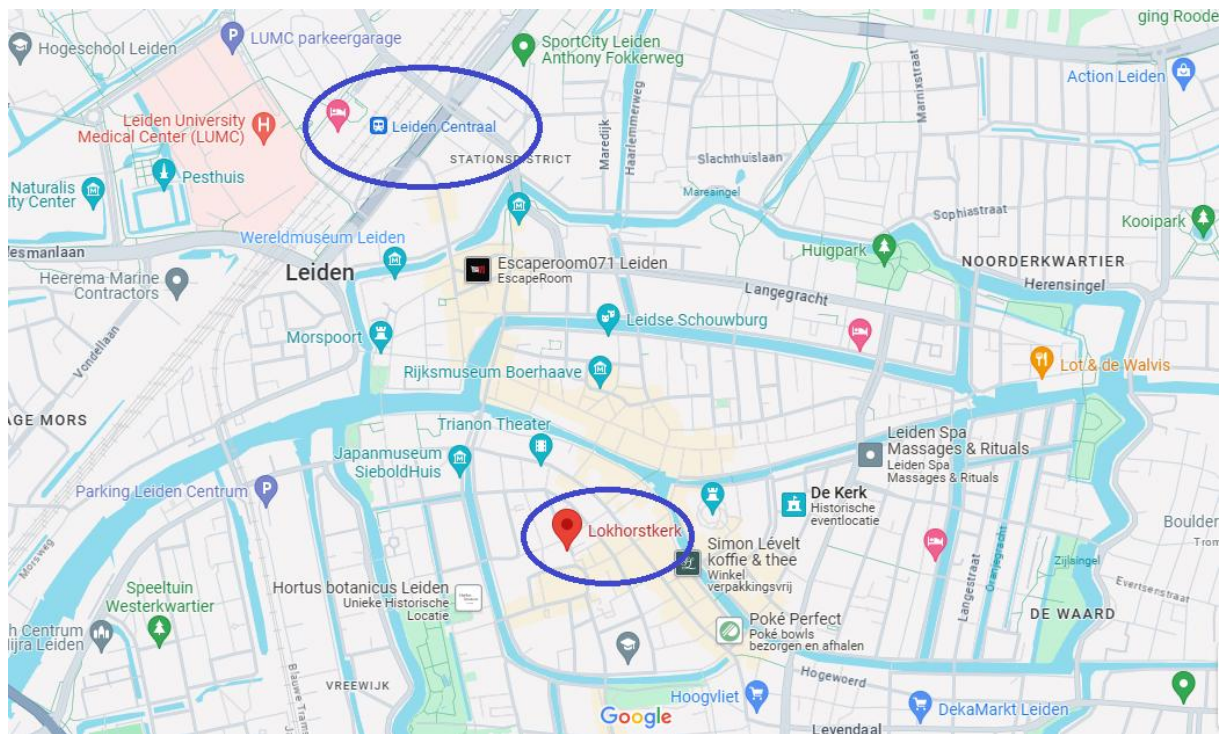
Final Programme

Following the Second Circular we received some feedback and have changed the programme accordingly. In a separate e-mail later this week you can find the final programme. It promises to be interesting programme, and we certainly look forward to all the oral and poster presentations.

Congress Venue

The congress venue is a church which is still in function, the Lokhorstkerk (<https://doreleiden.nl>, Pieterskerkstraat 1, 2311 SV Leiden), whose origins go back to the first half of the seventh century. Located in the very heart of Leiden, it is an ideal location to explore and experience the hustle and bustle of the historic city.

The venue is a 15 minute walk from Leiden's Central Station. Depending on where your accommodation is located (there are some larger hotels close to the station, for example), you could opt to take a bus from the train station to the second bus stop called Kort Rapenburg. It then takes about a 5 minute walk to the venue. Bus lines 1 to Leiderdorp Ziekenhuis, line 3 to Leiden train station De Vink, and line 5 to Voorschoten Starrenburg all halt at the Kort Rapenburg bus stop.



Map with the Lokhorstkerk and Leiden Central Station (top left) indicated (source: Google Maps).

Your Presence during the Congress Week

To plan the daily coffee/tea breaks and lunches as best as possible, it is important for us to know whether you will be present each of the five days during the congress week. Needless to say you are more than welcome to be present each day, but as we wish to limit the waste of food as much as possible, we kindly ask you to let us know if there are days on which each of you will not attend, for example because of travel or other plans. Some of you have already indicated an arrival on Tuesday, for example, and we kindly ask everyone to inform us by email in case there are days you will be absent from the congress. Thank you for your understanding and cooperation in this.

Restaurant Information

There are many restaurants to be found in close proximity of the venue; we list a few here for your convenience, but there are many more options and all kinds of cuisines available in Leiden.

- Bree 33 (www.restaurantbree33.nl)
- Burgerzaken (www.restaurantburgerzaken.nl)
- Everest Tandoori (www.everesttandoorirestaurantleiden.nl)

- Funky Monkey (www.belairdiner.nl)
- Het Prentenkabinet (www.prentenkabinet.nl)
- Just Meet (www.just-meet.nl)
- La Bota (www.labota.nl)
- La Cubanita (www.lacubaniuta.nl)
- Le Malle Jan (www.bistromallejan.nl)
- Logica (www.lunchroomlogica.nl)
- North End (www.north-end.nl)
- Sabai sabai (www.sabai-sabai.nl)
- Stadslokaal (www.thefork.nl)
- Surakarta (www.surakarta.nl)
- Verboden Toegang (www.verbodentoegang.nl)
- Waag (www.waagleiden.nl)

Congress Fee and Payment Details

For those who have not yet made their payment(s), we remind you to take care of this as soon as possible. If any issue arises, please do contact us.

We kindly ask you to use the following bank account, which is registered in the name of both congress organisers (Roderick Geerts and Philip Bes):

| | |
|------|------------------------|
| IBAN | NL86 INGB 0106 4667 39 |
| BIC | INGBNL2A |

In case you will participate in one or both excursions, we kindly ask you to add the following remarks to your bank transfer: **NAME+Congress Fee+Excursion 1** or **NAME+Congress Fee+Excursion 1 and 2**. The congress fee is set at € 260,-- , and the excursion fees at € 45,-- (Saturday) and € 40,-- (Sunday).

The preparations are in full swing and that means that a cancellation can no longer result in a reimbursement of the congress fee, as commitments have been made based on the number of participants known to us.

Further Details on the Excursions

For both excursions we are planning to leave Leiden around 8.00/8.30 and to be back around 18.00. Please take note of the time schedule when making/scheduling your travel plans. Of course we will help you organise your transport to the airport or to a train station when necessary.

The Saturday excursion will take us to *Ulpia Noviomagus Batavorum* – present-day Nijmegen – the oldest Roman city in the Netherlands. We will start our visit at the former Museum KAM, which now houses archaeological research facilities. After a welcome and a visit to their exquisite pottery display we will split up. Half of the group will go the Radboud University where they will visit a hands-on pottery display with material from Nijmegen; the other half will visit several sites in Nijmegen and the location of the potters' kilns at the Holdeurn. Both groups will switch places before our return to Leiden.

The Sunday excursion will take us to two locations, both with themes related to water, which plays a key role in the history of the Netherlands: Museum Hoge Woerd and Archeon. Museum Hoge Woerd is located on top of one of the Roman forts on the *limes* – since July 2021, parts of the Dutch and German stretches of the *limes* are UNESCO World Heritage (<https://whc.unesco.org/en/list/1631/>)! The museum houses a pottery collection and a restored Roman river barge (a transport ship) whose wreck was found nearby in 1997. A guided tour will

be organised, and hopefully also a hands-on pottery display. In the Archeon we can immerse ourselves in the Roman period, where many reconstructions of Roman-period buildings allow us to experience daily life in a Roman city. There is a potter's workshop and the remains of Roman ships are being preserved and reconstructed on-site.

How to reach Leiden?

There are multiple ways to reach Leiden: by car, train and airplane.

By car: Leiden is easy to reach by highway, as it is located near the A4 highway which runs between Amsterdam and Rotterdam, as well as near the A44 between Amsterdam and The Hague (Den Haag). As there is no parking space near the venue we advise you to use the larger underground parking at Parkeergarage Lammermarkt or Parkeergarage Garenmarkt; both are a 5-10 minute walk from the venue. For long-term parking we recommend that you check with your accommodation whether they provide services, or to use a parking outside the city centre. For instance, the Haagweg/Leiden centrum parking a little outside the city centre provides a free shuttle service into the city centre: exit at the National Museum of Antiquities which is located at a stone's throw of the congress venue. Unfortunately, roadworks within the city centre between June and December means this shuttle service will see some delay.

Note that in the city centre of Leiden all parking is paid. For parking locations and rates see: <https://gemeente.leiden.nl/inwoners-en-ondernemers/parkeren/parkeerlocaties/i-am-looking-for-a-parking-place>

By train: Leiden is well connected and in fact close to Schiphol Airport as well as the main train stations of Amsterdam, Rotterdam and Utrecht. Intercity trains normally stop every 15-30 minutes. In order to be up-to-date with the train schedule it is advisable to download the app of the Dutch national railway service: (<https://www.ns.nl/reisinformatie/ns-app>) or check all public transportation possibilities and schedules through the 9292 website (<https://9292.nl/>). Both websites can be viewed in English. In order to board a train you need to have a valid ticket which you tap at the yellow posts or gates:

- The Dutch railway works with prepaid cards (€ 7,-) which you can buy and that you need to charge at a ticket office or a ticket machine;
- Nowadays it is also possible to pay for each trip by tapping your debit- or credit card or phone. However, no information was available online whether all foreign cards are supported at this moment;
- It is also possible to buy an e-ticket in advance through the Dutch railway website (<https://www.ns.nl/en/travel-information/ns-on-your-mobile/mobile-tickets.html>).

By airplane: Schiphol/Amsterdam Airport is located between Amsterdam and Leiden, and only 20 minutes by train from Leiden. Being the busiest Dutch airport, flights from all over the world land here, so you should not have a problem finding a suitable flight, either direct or with a layover, depending on where you are flying from. When exiting the airport's arrivals area, if you head over to the so-called 'Plaza' you can find the train station directly underneath. There is no need for any transfers: you can directly board a train and head to Leiden. Do take into account that you need a valid ticket (see above) which you can buy at the ticket offices or at the ticket machines in the 'Plaza'.

Oral Presentation Guidelines

As you will have seen, we have a very full program, so we kindly request all speakers to observe the 15 minutes time limit, followed by 5 minutes of questions/discussion and change-over. Please save your presentation as a .ppt, .pptx or .pdf file. In order to streamline the daily program and change-over between speakers as much as possible, we kindly ask you to send us your

presentation in advance to the congress e-mail address or via WeTransfer in case of larger files. As a guide, we count 1 slide per minute, but of course this is all dependent on your topic, etc. When your presentation exceeds this 15-slide guide, we will inquire if your presentation will be able to adhere to the 15 min time limit.

The official languages of the congress are English, French, German, Italian, and Spanish. Do note that translation services will not be available during the congress.

Poster Guidelines

All posters should be in A0 format (height 1189 mm, width 841 mm). The poster title should be legible from 5 metres distance and the body text at 2 metres distance. Use high resolution images, charts and graphs to illustrate data, avoid large tables with raw data. Ideally, your poster should also have a good balance between text and images. If necessary, please ask a native speaker to review the text of your poster. It is the responsibility of the poster presenter to include copyright information for any images used. Also, all authors of the poster should be mentioned, including their affiliation, as well as logos of institutes and sponsors of the research presented.

Poster Printing Service

In cooperation with the Printerette Leiden Morsstraat we offer direct printer-to-poster space-service (at the poster presenter's cost). Please upload your digital file via <https://printerette.nl/posters/posters> (this webpage is available in English and Dutch) by 31 August the latest and pay online in advance. The price at the Printerette per poster is € 53,09 including tax. Do not forget to indicate in the order form that the poster is to be presented at the Fautores Congress, and notify the congress organisers (using the contact details mentioned at the end of this circular) that your poster is being printed there. There will be a one-time transport from the Printerette to the congress venue. Only posters paid in full and ordered before 1 September will be transported to the congress venue. If your upload or payment is late, we kindly ask you to pick up your poster yourself at the Printerette (Morsstraat 2, 2312 BM Leiden).

Congress Proceedings: RCRF Acta

As is tradition, the congress proceedings will be published in the RCRF Acta series, which are now published by Archaeopress (<https://archaeopresspublishing.com/ojs/index.php/RCRF>). Participation in the congress with either a paper or a poster will allow for publication in the RCRF Acta. In order to receive a printed volume (as opposed to a digital offprint), however, the author needs to be a member of the Fautores. As always, we welcome new members, and details on how to join can be found on the website and will also be included in the congress bag: <https://fautores.org/pages/membership.htm>.

Booksellers

At present, Archaeopress (www.archaeopress.com) and Sidestone Press (www.sidestone.nl) have confirmed they will be present at the congress. We are in touch with BAR (www.barpublishing.com) as well as PEWE Verlag (www.pewe-verlag.de), both of whom have shown interest and are likely to be present as well.

Confirmation of Registration

Each participant will receive a printed certificate of participation upon arrival at the congress. If you require a confirmation of your payment, inform the congress organisers and we can supply a digital confirmation in advance or a printed one upon arrival at the congress. If any of the participants who are working in Dutch development-led archaeology require a form for their KNA actorregistratie do inform us; this can be sent by e-mail after the congress.

GDPR and Photographs

In accordance with the GDPR, any personal and address data will only be used for congress purposes and will not be shared with third parties.

The name, affiliation and e-mail address of each participant will be included in the programme and abstract book; this information will only be available in the printed version and the PDF which will be circulated to all participants; it will not be included in the online version available through the website. If you do not want your affiliation and/or e-mail address included, please inform the congress organisers.

During the congress and the excursions, photographs will be taken. We also kindly ask you to inform the congress organisation if you do not want photographs that inadvertently include you to be published online or on social media.

To do List

Here is a short summary of things to do or inform the congress organisation of, if relevant:

- Complete the payment of the congress and excursion fees, if you have not done so yet
- Notify us if you require a confirmation of payment
- Let us know which days you will be attending
- Inform us if you require a confirmation for the KNA actorregistratie (only applicable when working in Dutch development led archaeology)
- Notify us if you do not want to be in any photograph that might be published online

Key Dates/Contact Information

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| Registration | Sunday 15 September |
| Congress dates | Monday 16-Friday 20 September |
| Post-congress excursions (optional) | Saturday 21 September (Nijmegen) Sunday 22 September (environs of Utrecht) |

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| Congress website | www.rcrfleiden2024.nl |
| Congress email address | rcrfleiden2024@gmail.com |

By cellphone:

Philip Bes
Roderick Geerts

Roderick Geerts & Philip Bes
Organising Committee of the 33rd RCRF Congress