A chara,

Míle buíochas arís as spás seastáin a chur in áirithe linn do Tionól Forbartha Gaeloideachas i gcomhar le COGG 2017. Seo thíos eolas duit maidir le Taispeántas na Seastán agus an Tionól agus má tá aon cheist agat, dean teagmháil linn le do thoil.

- Tugadh rogha ar an bhfoirm iarratais an seastán a shocrú suas tráthnóna Déardaoin, 23 Samhain chun freastal ar thoscairí chomhdháil COGG (ag a bhfuiltear ag súil le freastal de c.68 toscaire) nó maidin Dé hAoine, 24 Samhain. **Má thagann athrú intinne ort agus go dteastaíonn uait socrú suas ar an lá eile, ní mór mé a chur ar an eolas le bhur dtoil roimh an Aoine, 17 Samhain.**
- Beidh cead seastán a shocrú **ó 3:30i.n. ar an Déardaoin, 23 Samhain.** Ní féidir seastán a shocrú roimhe sin. **Iarraimid ort an seastán a bheith socraithe roimh 4:15i.n. ar a dheireanaí**. Beidh na seastáin ar taispeáint óna 4:30i.n. go dtí a 5:30i.n.. Cuirfear Seomra na Seastán faoi ghlas óna 8i.n. thar oíche ar an 23 Samhain.
- Beidh cead seastáin a shocrú **ó 7:30r.n. ar an Aoine, 24 Samhain**. Ní féidir seastán a shocrú roimhe sin. **Iarraimid ort an seastán a bheith socraithe roimh 8:15r.n. ar a dheireanaí**, tráth a bheidh toscairí an Tionóil ag tabhairt cuairte ar na seastáin agus ag clárú.
- Tá carrchlós timpeall an óstáin. Má tá go leor trealaimh agus boscaí le n-iompar isteach, moltar dul chuig cúldhoras an óstáin atá taobh thiar den óstán. Nuair a théann tú isteach cúldhoras an óstán, is é Seomra na Seastán an chéad seomra a thiocfaidh tú chuige.
- Beidh na spásanna seastán leagtha amach roimh ré le hainm na heagraíochta/comhlachta orthu. Má tá deacracht agat leis an spás, déanfaidh foireann Gaeloideachas gach iarracht cabhrú leat. É sin ráite, tá an-éileamh ar na spásanna i mbliana agus ní bheidh mórán solúbthachta maidir leis na spásanna.
- **MOLTAR CÁBLA SÍNTEACH A THABHAIRT LEAT MAR NÍ FÉIDIR LINN A DHEIMHNIÚ GO MBEIDH CUMHACHT AR FÁIL DÁ UIREASA.**
- Tá Clár Thionól Forbartha Gaeloideachas i gcomhar le COGG ag an nasc seo. Tabhair faoi deara go bhfuil Clár na Seastán sa chlár le cur síos ann faoi na comhlachtaí/eagraíochtaí ar fad ar taispeáint. Treorófar toscairí an Tionóil chuig na seastáin le linn amanna sosa ar an Aoine (8:30-9:00, 11:15-11:45, 12:45-13:45, 16:30-17:00) agus beidh an tae, caifé, taosráin/scónaí/brioscaí agus na málaí sneaiceanna socraithe i lár Sheomhra na Seastán chun na toscairí a mhealladh chun cuairt a thabhairt ar na seastain.
- **Cuirfear lón ar fáil do lucht na seastán sa bhialann óna 12:15-12:45i.n.** le go mbeidh deis agaibh a bheith ar ais ag na seastáin ag am lóin na dtoscairí le freastal ar na toscairí óna 12:45-13:45i.n.. **Má tá níos mó ná duine amháin le bheith ag breathnú i ndiaidh an tseastáin ar an Aoine, an gcuirfidh tú ar an eolas mé faoin 17 Samhain le do thoil le go mbeifear in ann lón a chur in áirithe.**
- Críochnaíonn na ceardlanna ag a 18:00i.n. ar an Aoine. Iarrtar ort an seastán, an trealamh, srl. a thógáil anuas faoina 18:00i.n. Dé hAoine. Tabhair faoi deara nach bhfuil spás in áirithe do sheastáin ar an Satharn.

Tá Óstán an Mullingar Park suite taobh amuigh den Mhuileann gCearr, Co. na hIarmhí. Cliceáil anseo do na treoracha chuig an óstán. Stopann an traein ó Bhaile Átha Cliath go Sligeach sa Mhuileann gCearr. Tá an clár ama le fáil anseo. Stopann Bus Éireann (Baile Átha Cliath & An Longfort) sa Mhuileann gCearr. Tá an clár ama le fáil anseo.

Le h'aghaidh tuilleadh eolais, is féidir cuairt a thabhairt ar shuíomh Gaeloideachas ag an nasc seo nó is féidir dul i dteagmháil linn le ceist ar bith idir seo agus an Tionól. Ag súil go mór le bualadh leat ann!

Le gach dea-ghuí,

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A chara,

Thanks again for reserving an exhibition space at the annual Gaeloideachas conference, Tionól Forbartha Gaeloideachas i gcomhar le COGG 2017. Below you will find information regarding the Stand Exhibition and the conference. If you have any queries, please do not hesitate to contact us.

- You were given a choice to set up on an exhibition stand on Thursday afternoon, 23rd of November to exhibit to the delegates of COGG's conference (68 delegates expected to attend this conference) or on Friday morning. **If you change your mind and would like to set up on the alternative date, you must inform me by Friday, 17 November.**
- Stands can be set up from **3:30p.m. on Thursday, 23rd November**. The exhibition space will not be available before then. **We ask that all stands be set up by 4:15p.m. at the latest.** The stands will be exhibiting from 4:30p.m. to 5:30p.m.. The Stand Exhibition Room will be locked from 8p.m. overnight on the 23 November.
- Stands can be set up from **7:30a.m. on Friday 24th November**. The exhibition space will not be available before then. **We ask that all stands be set up by 8:15a.m. at the latest** at which time the conference delegates will be arriving to register and to visit the stands.
- There is a car park around the hotel. If you have a lot of equipment and boxes to carry in, the hotel recommends that you enter via the back entrance to the hotel. When you enter via the back entrance, the Exhibition Stand Room will be the first room you come to upon entering.
- The spaces will be allocated in advance with the organisation/company name displayed on the table. If the space allocated is unsuitable, Gaeloideachas staff will be on hand to assist you. Please note, however, that exhibition space is extremely limited this year and that there won't be much flexibility regarding space.
- **IT IS RECOMMENDED THAT YOU BRING ALONG AN EXTENSION LEAD AS WE CAN NOT GUARANTEE POWER OTHERWISE.**
- The Conference Programme can be found here. Note that the Exhibition Stand Programme which contains a brief description of all of the exhibiting companies/organizations can be found in the programme. Conference delegates will be directed to the exhibition stands during break times on Friday (8:30-9:00, 11:15-11:45, 12:45-13:45, 16:30-17:00) and tea, coffee, pastries/scones/biscuits and snack bags will be set up in the Exhibition Hall to entice delegates to visit the exhibition stands.
- **Lunch for exhibitors will be provided in the restaurant from 12:15-12:45i.n.** to give you the opportunity to return to the stands at lunchtime to attend to delegates from 12:45-13:45.
  If there is to be more than 1 person looking after the stand on Friday, could you please inform me by 17 November for the purpose of booking lunch.
- Workshops finish at 18:00i.n. on Friday. Stands, equipment, etc. need to be taken down by 18:00p.m. that evening. There will be no stands on Saturday.

The Mullingar Park Hotel is situated just outside Mullingar town, Co. Westmeath. You will find directions to the hotel here. The train from Dublin to Sligo stops in Mullingar. The timetable can be found here. Bus Éireann (Dublin and Longfort buses) stop in Mullingar. The timetable can be found here.

For further information, you can visit the Gaeloideachas website at this link or you can contact is with any queries you may have between now and the conference. Looking forward to meeting you there!

Le gach dea-ghuí,

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