

## ACT 2009 – CONFERENCE GUIDELINES

We expect all the delegates will help us to organize the ACT 2009 by following given guidelines.

- The registration starts at **08:30 AM on Dec 28, 2009**. Collect and submit the filled “Registration Form - Conference Presentation” and obtain the Conference kit then and there. Do remember your paper ID for any communication at the Registration Desk.
- If the author’s have availed any deduction, please bring the original IEEE Membership ID card, Student ID card and Bonafied Certificate. Same will be verified at the Registration Desk.
- Receipts can be collected from the Registration Desk from **03:00 PM of Dec 28, 2009 to 12:30 PM of Dec 29, 2009**
- The inaugural ceremony will start at **09:30 AM on Dec 28, 2009**
- The paper presentation will start at 11:15 AM on Dec 28, 2009 in four venues. Symphony, Harmony, and Sonata will have oral presentation; whereas the Melody Hall will have poster presentation. Please visit the conference website for latest schedule changes.
- Full papers and Short papers will have oral presentation; but the poster papers will be presented in Microsoft PPT slides not greater than 10 numbers.
- Full paper presentation will be of 10 min presentation and 4 min discussion; Short paper will be of 7 min presentation and 2 min discussion; Poster presentation will be of 10 min. Authors are advised to prepare their presentation accordingly and strictly follow the time limits.
- All the conference halls will be equipped with Laptops and LCD projectors with Windows Xp and Office 2003. Bring the virus free PPT or PDF slides for the presentation. **The slides must be handed over to the Technical Assistant (at the Registration Desk) at least one hour before start of your session.**
- Presentation time, Date, and Venue is fixed and it is already published in the program schedule. Once your chance of presentation is lost, we will not be able to accommodate you in the next or any other sessions. So authors are advised to be on time at the venue for the presentation.
- Lunch, Morning and Evening high tea will be provided at the Venue. Accommodation, Travel, Tour, Pickup, Dinner and other expenses have to be borne by the delegates. Lunch coupons are available along with Conference Kit. Present this coupon at the Lunch Desk. Lunch coupons will not be reissued, if it misplaces. Extra Lunch coupons can avail at INR 500/- per day from the registration desk.
- If you have not booked your accommodation/tour, you can do it with SITA travels. The details are available in the conference website and Travel desk.
- Keynote speeches are arranged at the Symphony on recent topics, all the delegates are encouraged to participate.
- Photo sessions are arranged at the Symphony, all the delegates are encouraged to attend the same. The high resolution (selected) photos will later (after Jan 10, 2010) be published on the conference website. Delegates can download the same.
- From each day, three best papers will be selected and will be honored at the closing ceremony.
- Closing ceremony is scheduled at **02:10 PM on Dec 29, 2009**
- Certificates can be collected from the Reg. Desk on **Dec 29, 2009 at 01:30 PM onwards only**. Please avoid any request to issue the certificates before the stipulated time. But Certificate of Presentation can be arranged to send (after Jan 10, 2010) via Registered post, if its postage and handling charge of INR 250/- is paid at the Registration Desk. This high fee is kept to discourage the delegates from using this facility; and we want all the delegates to attend and discuss the conference papers throughout the conference days.

We wish you a happy and pleasant stay in Trivandrum.

ACT 2009 conference Team

**NOTE: ACT 2009 website is changed to <http://act.engineersnetwork.org/2009/>**