

## ACT 2010 – CONFERENCE GUIDELINES

We expect all the delegates will help us to organize the ACT 2010 by following given guidelines.

- The registration starts at **08:00 AM on Dec 02, 2010**. Collect and submit the filled “Venue Registration Form” and obtain the Conference kit then and there. Do remember your paper ID for any communication at the Information Desk.
- Receipts (softcopy) have been issued from the ACEEE office. If authors require hardcopy of the receipt send an email to [accounts@engineersnetwork.org](mailto:accounts@engineersnetwork.org)
- The inaugural ceremony will start at **08:45 AM on Dec 02, 2010**
- The paper presentation will start at 11:15 AM on **Dec 02, 2010** in TWO Halls. Please visit the conference website for latest schedule changes.
- Full papers and Short papers will have oral presentation; same as the poster papers.
- Full paper presentation will be of 10 min presentation and 4 min discussion; Short paper will be of 7 min presentation and 3 min discussion; Poster presentation will be of 6 min and 4 min Discussion. Authors are advised to prepare their presentations 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 Information Desk) at least one hour before the 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.
- Photo sessions are arranged at the Hall-1, all the delegates are encouraged to attend the same. The high resolution photos will later be published on the conference website. Delegates can download the same.
- Three best papers will be selected from all the presented papers under Full and Short papers (without any differences) category and will be honored at the closing ceremony.
- No Certificates will be issued to authors who have not presented their papers but registered.
- There is NO separate conference Attendance Certificate/Letter will be issued to either the registered but not presented Authors/Listeners or registered and presented Authors/Listeners. The certificate issued itself is the presentation and attendance certificate.
- The certificates of the presented paper can be collected from the Information Desk after 1 hr of that particular paper presented session ends.
- Closing ceremony is scheduled at **04:15 PM on Dec 02, 2010**
- Delegates are encouraged to attend the Closing Ceremony as the Best Paper Award will be announced then.
- Visit the **Conference Byelaw** for more details on which all the conference decision will be taken.

We wish you a happy journey and pleasant stay in Jakarta.

ACT 2010 conference Team