

## CONFERENCE GUIDELINES

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

- The registration starts at **08:30-09:30 AM on Nov 14, 2011**. Submit the filled “Venue Registration Form” and collect the Conference kit. Do remember your PaperID for any communication at the Information Desk. The registration desk will not be functioning after **09:30 AM on Nov 14, 2011**.
- The inaugural ceremony will start at **09:45 AM on Nov 14, 2011**. The paper presentation will start at **11.00 AM on Nov 14, 2011** at the Hall. Please visit the conference website for latest schedule changes.
- Full papers and Short papers will have oral presentation. Authors are encouraged to spend 70% of the time to present the original innovative ideas, proposed in the paper.
- Full paper presentation will be of 20 min presentation and 5 min discussion; Short paper will be of 15 min presentation and 5 min discussion. Authors are advised to prepare their presentations accordingly and strictly follow the time limits.
- A canvas of size 8 \*4 feet will be provided for poster paper presentation. Authors are advised to prepare the posters according to the stipulated size.
- The Halls will be equipped with Laptops and LCD projectors with Windows Xp, Office 2003, and Adobe Acrobat reader. You may copy the presentation slides at the conference hall at the time of presentation.
- 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 for presentation day alone will be arranged at the venue. Extra refreshment and lunch coupon may be purchased at USD 60 (MYR 200) per day per pax
- Accommodation, Travel, Tour, Pickup, Dinner and other expenses have to be borne by the delegates.
- Photo sessions are arranged at the Hall, all the delegates are encouraged to attend the same. The high resolution photos will later (after Nov 25, 2011) be published on the conference website. Delegates can download the same.
- Three best papers are likely to be selected from all the papers presented under Full and Short papers (without any differences) category and will be honored at the closing ceremony.
- A certificate of presentation is distributed/issued at the end of every session. No Certificates will be issued to authors who have not presented their papers but registered. Certificate of participation for attendees is distributed at the time of closing ceremony.
- There is NO separate conference Attendance Certificate/Letter will be issued. The certificate issued itself is the presentation and attendance certificate.
- If there is any correction in the certificate, new (hand written) certificate will be issued.
- Closing ceremony is scheduled at 3.50 PM on Nov 15, 2011. Delegates are encouraged to attend the Closing Ceremony as the Best Paper Award will be announced then.
- All the authors are encouraged to present the papers. If the registered author is not able to make it then they can nominate any co-author or researchers who have got good knowledge in the paper and subject. Nominee Authorization Letter from the registered author and Photo id card of the nominee shall be verified at the information desk at the time of registration.
- Visit the [Conference Byelaw](http://www.theaceee.org/conflaw.htm) for more details on which all the conference decision will be taken.

We wish you a happy journey and pleasant stay in Malaysia

Conference Organizing Team