

CONFERENCE GUIDELINES

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

- The conference will be held in The Federal Kuala Lumpur - Kuala Lumpur, Malaysia.
- The Registration will be from 08:00AM-08:30AM on Dec 17, 2012. Submit the filled “Venue Registration Form” and collect the Conference kit. Do remember your Paper ID for any communication at the Information Desk.
- The Inaugural speech and opening keynote will start at 08:30 AM on Dec 17, 2012. The paper presentation will start at 10.00 AM on Dec 17, 2012 at Hall-I (Selangor Suite at Level 2). Please visit the conference website for latest schedule changes.
- Authors are encouraged to spend 80% of the time to present the original innovative ideas, and proposed system in the paper.
- Full paper presentation will be of 11 min presentation and 4 min discussion; Short paper and Poster Paper will be of 7 min presentation and 3 min discussion. Authors are advised to prepare their presentations accordingly and strictly follow the time limits.
- The Hall will be equipped with Laptops and LCD projectors (Beamer) with Windows XP, Office 2003, and Adobe Acrobat reader. You may copy the presentation slides at the conference hall preferably during the coffee / lunch breaks intervals.
- 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. Authors are advised to be on time at the venue for the presentation.
- Registration Fee includes Proceedings Publication, the CD media of the Proceedings, Lunch, and Snacks only. Accommodation, Travel, Tour, Pickup, Dinner and other expenses have to be borne by the delegates.
- Photo sessions are arranged at the Hall I at (10:00 AM @ Dec 17, 2012), all the delegates are encouraged to attend the same. The high resolution photos will be later (not later than Dec 25, 2012) be uploaded on the conference website. Delegates can download the same.
- Few papers are likely to be selected from all the papers presented from the Full and Short papers (without any differences) category and will be referred to appear in the Journal without any further review.
- A certificate of presentation is distributed / issued at the end of every session. No Certificates will be issued to authors who have not presented but their papers are registered. Certificate of Participation for attendees and Certificate of Chairs is distributed at the time of closing ceremony. ***The certificate for the authors, who register as attendee / Nominee/ coauthor at the conference venue will be sent to their communication address after the conference.***
- 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 certificate will be send to the communication address.
- Delegates who have opted for print media of the conference proceedings will be dispatched to the communication address on the day of the conference. Additional copies of the print media can be ordered at the venue for **EUR 40**; which will be dispatched within 60 days.

- Closing ceremony is scheduled at 05.45 PM on Dec 17, 2012. Delegates are encouraged to attend the Closing Ceremony as the short listed papers 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 for more details on which all the conference decision will be taken. <http://www.theaceee.org/conflaw.htm>
- The ACEEE is organizing many conferences around year; for more details visit <http://conference.theaceee.org/>

We wish you a happy journey and pleasant stay in Malaysia

Conference Organizing Team
ACT, IPC, ITEeL & ICTHC 2012