CONFERENCE GUIDELINES

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

- The registration starts at **08:00 on Aug 03, 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 registration procedure will complete and close at **02:00 PM on Aug 03, 2012. No registration desk will be functioning after 11:00 AM on Aug 04, 2012.**

- The inaugural ceremony will start at **09:00 AM on Aug 03, 2012**. The paper presentation will start at **11.00 AM on Aug 03, 2012** at the presentation **Hall I & Hall II**. Please visit the conference website for latest schedule changes.

- Authors are encouraged to spend 80% of the presentation time allotted to present the original innovative ideas, and proposed content in the paper.

- Full paper presentation will be of 11 min presentation and 4 min discussion; Short paper will be of 7 min presentation and 3 min discussion; Poster paper will be of 6 min presentation and 3 min discussion. Authors are advised to prepare their presentations accordingly and strictly follow the time limits.

- The Halls will be equipped with LCD projectors and Laptops with Windows XP, Office 2003, and Adobe Acrobat reader. Presentation hall laptop will also be connected with another laptop at outside of the hall to copy the presentation slides. You may either copy the presentation slides to the conference hall laptop or at the laptop outside, at any free hours or at the time of Refreshment breaks or Lunch Breaks or at the time of presentation. Time you take to copy the presentation slides at the time of presentation is also included in the total presentation time. Rename your presentation slides file with the paper ID, in order to access the same easily.

- 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 in the next or any other sessions. So 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.

- The soft copy of the Receipt has been sent to all the Registered Authors. No venue request for the hard copy of the receipt can be served.

- ITC,PEIE 2012 being a Post conference proceedings publication; it is expected to take - the publication time of 6-10 months from the conference day for the editing, typesetting and formatting process and to finally appear in the Springer Link Digital Library.

- Photo sessions are arranged at the **Hall I**, all the delegates are encouraged to attend the same. The high resolution photos will later (after **Aug 07, 2012**) be published on the conference website. Delegates can download the same.

- Few best papers are likely to be selected from all the papers presented under the 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 and Certificate of Chairs is distributed at the time of closing ceremony.

- 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 **USD 50/-**; which will be dispatched within 60 days.

- 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 from the registration/information desk or it will be send later.

- Closing ceremony is scheduled at **4.15 PM** on **Aug 04, 2012** at **Hall I**. 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 about the paper and subject. Specific 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. ww.theaceee.org/conflaw.htm

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

Conference Organizing Team