

## CONFERENCE GUIDELINES

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

- The conference will be held in Crowne Plaza Amsterdam - Schiphol, Amsterdam, Netherlands.
- The registration will be from 08:00AM-09:00AM on Nov 22, 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 09:00 AM on Nov 22, 2012. The paper presentation will start at 11.00 AM on Nov 22, 2012 at Hall-I . Please visit the conference website for latest schedule changes.
- Authors are encouraged to spend 80% of the time to present the original innovative ideas, proposed in the paper.
- Full paper presentation will be of 16 min presentation and 4 min discussion; Short paper and Poster Paper will be of 12 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. So authors are advised to be on time at the venue for the presentation.
- Lunch for the presentation day alone is arranged at the venue. Extra lunch coupons may be purchased at **EUR 50** per day per pax from the registration desk.
- Accommodation, Travel, Tour, Pickup, Dinner and other expenses have to be borne by the delegates.
- Photo sessions are arranged at the Hall I (at 09:20 AM @ Nov 22, 2012), all the delegates are encouraged to attend the same. The high resolution photos will be later (not later than Nov 30, 2012) be uploaded on the conference website. Delegates can download the same.
- Few 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. The certificate for the best papers or short listed papers will be sent to their communication address after the conference.
- 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. A letter will be issued to those authors for the time being from the venue.
- 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 02.15 PM on Nov 23, 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 Amsterdam

Conference Organizing Team  
ICT2012, CIT2012, EMIE2012, PECS2012