General Information

Secretariat Room
The Secretariat Room is located in Room 831, South Tower, 8th floor. It will be open everyday (except Wednesday) from 8:00 to 17:00 hrs.

Pre-registration
Pre-registration will take place on Sunday (3 August, 2003) in the Secretariat Room (Room 831, South Tower, 8th floor) between 15:00 to 19:00 hrs.

Registration
The registration desk is located right outside the Mandarin Ballroom (South Tower) and it will be open during the following hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Monday</td>
<td>7:30 – 17:00 hrs</td>
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<td>Tuesday</td>
<td>8:00 – 17:00 hrs</td>
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<td>Wednesday</td>
<td>8:00 – 17:00 hrs</td>
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<td>Thursday</td>
<td>8:00 – 17:00 hrs</td>
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<tr>
<td>Friday</td>
<td>8:00 – 13:00 hrs</td>
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Full registration includes welcome reception, participation in oral sessions, poster sessions, and technical exhibition, lunches and tea breaks, site visits, one set of proceedings (hard copy and CDROM), post conference volume proceedings, and dinner banquet.

Student registration does not include proceedings, welcome reception and dinner banquet.

Day registration does not include proceedings, welcome reception and dinner banquet.

Delegates are advised to update their full mailing addresses at the registration desk before Friday (8th August, 2003), to ensure that the post conference volume proceedings would be sent to the correct recipient.

Limited additional copies of the proceedings are available for sale upon request.

Site visits
Delegates must register for this event before 16:00 hrs on 5 August, 2003 (Tuesday). Please refer to conference programme magazine for site descriptions and coordinating information.
Instructions for speakers
Oral presentations are limited to 8 minutes with 2 minutes Q & A. Due to tight timeline, we would be most grateful if speakers can adhere strictly to this time limit.

Presentations must be carried out using either Microsoft PowerPoint OR overhead projectors. No slide projector will be made available in the rooms.

For speakers using Microsoft PowerPoint, they should bring their files on a read-only CDROM and hand over the CDROM to the staff in the Speaker ready cubicle one day before your presentation. Speakers presenting on Monday should hand over their files to the Secretariat on Sunday, between 15:00 to 19:00 hrs in Room 831, South Tower, 8th floor.

Please ensure that the CDROM (not cover) is clearly labeled with the speaker’s name, session name, and date and time of session.

Please fill in your bio-data on a standard form (available on website or at registration desk) and hand the form directly to your Chairperson before the session.

Guidelines for poster presenters
The maximum size of your poster should not exceed ISO A1 size (594 mm width by 841 mm length).

Your poster should be mounted on the poster board on the assigned date (refer to conference programme magazine or website for details) in the exhibition hall. A package of mounting materials would be made available at the registration desk and student helpers would be around to assist you if necessary. We would be most grateful if you could mount the poster before the morning tea break and remove it after the afternoon tea break. You are expected to be present at your poster board during both tea breaks to interact with the delegates.

Uncollected posters would be left at the registration desk till the end of the conference. They would be disposed thereafter.

Speaker ready cubicle
The speaker ready cubicle is located in Room 832, South Tower, 8th floor. Facilities will be available for checking presentation materials and rehearsal.

No internet access will be provided. The conference hotel provides internet access in the Business Centre at a cost.

Exhibition hall
The exhibition hall is located in the Reception Hall, South Tower, 5th floor (one floor below Mandarin ballroom). It will be open on Monday to Thursday from 9:00 to 18:00 hrs, and Friday from 9:00 to 16:00 hrs.
**Keynote lectures**
All keynote lectures will be held in Mandarin Ballroom, South Tower, 6th floor. Drafts of the keynote lectures are included in the Proceedings (CDROM only).

**Oral parallel sessions**
Oral parallel sessions will be located in **Mandarin Ballrooms 1, 2, 3** (Mandarin Ballroom partitioned into 3 separate rooms after keynote lecture) and **Mandarin Court A** (Main Tower, 4th floor).

**Poster sessions**
Poster sessions will be located in the exhibition hall. Authors have been requested to make themselves available during tea breaks. Posters would be changed on a daily basis.

**Tea breaks**
Tea breaks will be held in the exhibition hall.

**Lunch**
Lunch will be held in **Mandarin Court, Main Tower**, 4th floor. You would be admitted based on the conference name badge.

**Welcome reception**
Welcome reception will be held on Monday, August 4th, 18:00 – 20:00 hrs in **Mandarin Court, Main Tower, 4th floor, Meritus Mandarin Hotel**.

**Dinner Banquet**
Dinner banquet will be held on Thursday, August 7th, 19:00 – 22:00 hrs in the **Imperium Restaurant, 391 Orchard Road, Ngee Ann City, Podium Block, 7th floor, Unit 07-01. Tel: 67339833**. Please ensure that you bring along the banquet ticket for this event. Limited tickets are available for sale at the registration desk on a first come first serve basis before 17:00 hrs on Monday (4th August, 2003).

**Tour desk**
Tradewinds Tours and Travel will set up a tour desk near to the registration desk, outside Mandarin ballroom. Note that the cost of local tours may be higher than those indicated in Bulletin 2.