Guide to Presenters and Session Chair

1. Please be in the session 5 minutes before the schedule.

2. Session chair should divide the available time equally among all papers to be presented and announce the same to the paper authors and audience. Each paper should be presented within allotted sparing three minutes for discussion.

3. The papers having more than one author will not get any extra time for making their presentations.

4. Session chair should remind the speakers about the time limit three minute before the time he or she is expected to finish the presentation. If a speaker goes beyond the allotted time, session chair should remind her or him to close the presentation.

Projector

During the conference, an LCD projector, screen and laptop (notebook) computer will be provided for each meeting room. Any additional equipment needed is at the discretion of the presenter, and it will be his or her responsibility to provide the extra equipment.

Conference Registration Desk

The conference registration desk will be open from PM 15:30 to PM 17:00 February 10, 2012 and from AM 9:00 to PM 17:00 February 11-12, 2012.

Lunch

Two lunches are included in the conference registration fee. Lunch would be provided for registered (paid) participants only. The lunch time is 11:50-14:00.