

CONFERENCE GUIDELINES

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

- The registration starts at **08:00 AM on Nov 07, 2011**. Collect and submit the filled “Venue Registration Form” at the registration desk to obtain the Conference kit. Do remember your PaperID for any communication at the Information Desk. The registration will be as per the presentation arranged in the program schedule.

Paper IDs in the Session of the Program Schedule	Registration Time & Date
Session I, III & XI	08:00 AM to 12:00 PM on Nov 07, 2011
Session II, IV & XII	12:00 PM to 02:00 PM on Nov 07, 2011
Session V, VI, VIII & XIII	02:00 PM to 05:00 PM on Nov 07, 2011
Session VII, IX, XIV & XV	08:00 AM to 10:00 AM on Nov 08, 2011
Session X, XVIII & XVII	10:00 AM to 12:00 PM on Nov 08, 2011

- If the author's have availed any deduction, please bring the original Student ID card and Bonafied Certificate. Same will be verified at the Information Desk.
- Receipts can be collected from the Information Desk starting from **02:30 PM on Nov 07, 2011**
- The inaugural ceremony will start at **09:00 AM on Nov 07, 2011**.
- The paper presentation will start at **11.15 AM on Nov 07, 2011** in three Hall. Please visit the conference website for latest schedule changes.
- Full, Short and Poster Papers will have oral presentation. Authors are encouraged to spend 70% of the time (of presentation) to present the original innovative ideas proposed in the paper.
- Full paper presentation will be of 10 min presentation and 4 min discussion; Short paper will be of 7 min presentation and 3 min discussion; Poster presentation will be of 6 min and 4 min Discussion. Authors are advised to prepare their presentations accordingly and strictly follow the time limits.
- All the Conference Halls will be equipped with a Laptops and LCD projectors, with Windows Xp and Office 2003/Adobe Acrobat Reader, which is connected/networked to the technical desk (preset at outside of individual halls). You may copy the presentation slides at the technical desk near the corresponding presentation hall. The presentation slide (or directory) should be copied and file name to be renamed with your Papers ID in the respective technical desk laptop in the (HALL-1, HALL-2 or HALL3) directory available at the desktop.
- 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, Morning and Evening high tea will be provided at the Venue Accommodation. Travel, Tour, Pickup, Dinner and other expenses have to be borne by the delegates.
- Photo sessions are arranged at the Hall, all the delegates are encouraged to attend the same. The high resolution photos will later (after Nov 20, 2011) be published on the conference website. Delegates can download the same.
- Three best papers will be selected from all the presented papers under Full and Short papers (without any differences) category and will be honored at the closing ceremony.
- No Certificates will be issued to authors who have not presented their papers but registered.

- There is NO separate conference Attendance Certificate/Letter will be issued to either the registered but not presented Authors/Listeners or registered and presented Authors/Listeners. The certificate issued itself is the presentation and attendance certificate.
- The certificates of the presented paper can be collected from the Information Desk after 1 hr of that particular paper presented session ends from 02:00 PM on Nov 07, 2011.
- Closing ceremony is scheduled at 3.45 PM on Nov 08, 2011. 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 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
- Visit the [Conference Byelaw](http://www.theaceee.org/conflaw.htm) for more details on which all the conference decision will be taken. www.theaceee.org/conflaw.htm

We wish you a happy journey and pleasant stay in Pune

Conference Organizing Team