

## CIIT & itSIP 2013-CONFERENCE GUIDELINES

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

- The Registration starts at 7:30 AM on Oct 18, 2013. Submit the filled “Venue Registration Form” and collect the Conference kit. Do remember your complete Paper ID for any communication at the Information Desk. The registration procedure will complete and close at 01:00 PM on Oct 18, 2013. No registration desk will be functioning after 01.00 PM on Oct 18, 2013.
- **NOTE for authors who have availed the member deduction:** The attested copy of the valid membership ID or certificate (issued by the sponsoring organizations) of the registered authors shall be submitted (along with Venue Registration Form) at the information desk. The copies shall be attested by anyone not lower than the rank of the Head of the Institution/College or University Registrar, or any Government Gazetted Officer with office seal, attesting person seal & signature.
- The paper presentation will start at 8.00 AM on Oct 18, 2013 at the presentation Hall I & Hall II. Please visit the conference website for latest schedule changes. But the Official Inauguration ceremony is scheduled at 11:00 AM on Oct 18, 2013.
- Long paper presentation will be of 11 min presentation and 4 min discussion; Full paper will be of 8 min presentation and 4 min discussion; Regular paper will be of 7 min presentation and 3 min discussion. Authors are advised to prepare their presentations accordingly and strictly follow the presentation time limits.
- Authors are encouraged to spend 80% of the presentation time allotted to present the original innovative ideas, and proposed content in the paper.
- The Halls will be equipped with LCD projectors and Laptops with MS Windows XP, MS Office 2003, and Adobe Acrobat reader. Presentation hall laptop will also be connected with another laptop at the backside of the hall to copy the presentation slides. You may copy the presentation slides at the technical desk of the individual hall. 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 may 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. Additional lunch coupon can be purchased from the information desk at **INR 1000**.
- The soft copy of the Receipt has been sent to all the Registered Authors. The hard copy of the receipt will be with the delegates venue ID Card. No additional request for the hard copy of the receipt can be served at the venue.
- Any queries, request, and refunds related to the accounts and editing section cannot be serviced at the venue; as the concerned officials will not be at the venue. Alternatively you may write to [accounts@theides.org](mailto:accounts@theides.org) or [editor@theides.org](mailto:editor@theides.org)
- Photo sessions are arranged at the presentation Hall I, all the delegates are encouraged to attend the same. The high resolution photos will be later published in the Conference and FB website. Delegates may download the same.
- The extended version of all the presented papers will be referred to appear in the Journals. The individual Journal guideline and Editorial Review for extended paper category is applicable.
- 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 last session ends. The certificate for the

authors, who register as attendee / Nominee / coauthor at the conference venue will be sent to their communication address within 30-45 days after the conference. Nominee should report at the information desk with Nominee Form, Venue Registration Form along with the Nominee Authorization Letter from the registered author. They shall collect (Issued by the Information Desk) and hand over the Nominee Presentation Slip to Session Chair I.

- If two or more authors are registered for a paper; all the authors have to participate in the presentation in order to claim and collect the “Certificate of Presentation”.
- Delegates registered as the Attendee or Listener should actively attend and participate in all the session, presentation and discussions in order to claim and collect the “Certificate of Participation”.
- Delegates who have opted for the print media of the conference proceedings will be dispatched to the communication address on the day of the conference. Delegates can also purchase the copies of the print media by ordering at the venue for **USD 50**; which will be dispatched within 60 days.
- There is NO separate conference Attendance Certificate / Letter will be issued. Certificate issued itself is the presentation and attendance certificate.
- If there is any correction in the certificate, new certificate will be sent later (by Post) to their communication address.
- 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.
- The conference will be closed with the national Anthem as soon as the last session of the individual Hall presentation completes.
- Visit the Conference Byelaw for more details on which all the conference decision will be taken. [www.theaceee.org/conflaw.htm](http://www.theaceee.org/conflaw.htm)

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

Conference Organizing Team