

## CONFERENCE GUIDELINES

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

- The registration starts at **08:00 on Dec 20, 2011**. Submit the filled “Venue Registration Form” and collect the Conference kit. Do remember your Paper ID for any communication at the Information Desk. The registration procedure will complete and close at **02:00 PM on Dec 20, 2011**. **No registration desk will be functioning after 02:00 PM on Dec 20, 2011**. The authors venue registration of AET-ACS & AET-AME track will be in **Registration Desk-1** and AET-AEE & AET-ACE track registration will be in **Registration Desk-2**
- Payment receipt can be collected from the Registration Desk-1 from Dec 20, 2011 at 03:00 PM to Dec 21, 2011 11:00 AM. The Registration/Information desk will not function after Dec 21, 2011 11:00 AM.
- The inaugural ceremony will start at **09:00 AM on Dec 20, 2011**. The paper presentation will start at **11:00 AM on Dec 20, 2011** at the **Hall 1 & II**. 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 11 min presentation (including the slides copying at the time of presentation) and 4 min discussion; Short paper will be of 7 min presentation and 3 min discussion; Poster paper will be of 6 min presentation and 4. Authors are advised to prepare their presentations accordingly and strictly follow the time limits.
- The Halls will be equipped with Laptops and LCD projectors with Windows Xp, Office 2003, and Adobe Acrobat reader. You may copy the presentation slides to the conference hall laptop at the time of Refreshment breaks or Lunch Breaks or at the time of presentation. Time you take to copy the presentation slides is also included in the total presentation time. 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 will 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 listing the papers in the IDES Search digital library, the CD media of the Proceedings, Lunch, Morning & Evening Snacks. 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 Dec 25, 2011) be published on the conference website. Delegates can download the same.
- Few best 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.
- 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 is distributed at the time of closing ceremony.
- 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 USD 40-; which will be dispatched within 60 days.
- 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 (hand written) certificate will be issued.
- Closing ceremony is scheduled at **3.45 PM** on Dec 21, 2011 at **Hall 1**. 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 at the time of registration.
- 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 Noida

Conference Organizing Team