

Conference Regulations

To ensure a smooth running of the conference, we ask that participants observe the following guidelines:

1. Please wear your badge all the times during the conference.
2. No food or smoking is allowed in the conference rooms.
3. All session chairs, paper presenters, and conference assistants need to arrive at the rooms five minutes before the session begins.
4. Time for presentations
 - (1.) Panel Discussion is allotted one hour including Q & A.
 - (2.) Each paper is allotted 25 minutes; 20 minutes for paper presentation and 5 minutes for questions and answers. A warning bell will ring on time at the end of the 15th minute and three times ring at the end of 20-minute time slot. There will be 5 minutes for discussion.
 - (3.) During discussion, time allowed for each question is 2 minutes; please make sure that your question is succinct that others may also have the opportunity to ask brief questions.
 - (4.) For each question, the response time should be limited to 2 minutes.
5. For recycling purpose, please return your plastic nametag in a container at registration desk or at designated places near conference rooms by the end of the conference. Thank you.
6. **Only New Taiwan Dollar** is accepted for on-site payment.
7. Participation certificate will be available on March 7th, 15:00 at the registration desk; if you are not able to get the certificate at the conference, we would like (will need) you to provide a self-addressed stamped envelope in order to receive your certificate. However, if you do not have (did not prepare) one, you may purchase the stamp and the envelope from our registration desk.
8. Proceedings of the conference will be provided to NON-presenter in CD form.