

# FAQs

## REGISTRATION

1. My paper has been accepted for presentation. My coauthor and I will be attending the conference. Do we both have to register or only one of us can register?  
Yes, you both have to register. All those who attend the conference need to register.
2. Do both of us to register by January 31?  
No, but at least one of you must register by January 31. Otherwise your paper may not be included in the Programme schedule. Since the registration fee is higher from January 31, it is good idea to register by January 31.
3. Can I register my coauthor (or colleague) as a Guest?  
No. Everyone must register separately in his/her individual capacity.
4. What does the "registration" actually mean?  
You fill in the registration form (it can be downloaded from [www.ictbm.org/ictbm12/reg\\_form.doc](http://www.ictbm.org/ictbm12/reg_form.doc)) and send it along with the required registration fee at the address indicated on the registration form.
5. I have a full-time employment and I am also currently pursuing my Ph. D. Can I register as a student?  
No. It is only for those who are full-time students and do not have a full-time employment.
6. Will the registration fee cover all the meals?  
It will cover some meals. The information is available on what it covers on the registration form itself.
7. My wife (or husband or significant other) will accompany me. She/he is not interested in attending the conference, but will join for other functions such as welcome dinner, lunches, etc. Can I bring her/him?  
Sure... but be certain that you register her/him on the same registration form as your guest and pay the applicable guest registration fee.
8. I am presenting two papers. Do I have to register twice and pay two times?  
Relax! Registration fee is per person. So you pay only once.
9. I have registered and my coauthor did not register. Will my coauthor get the certificate?  
Sorry! Your coauthor will not get the certificate unless he/she registers.

## PRESENTATION IN ABSENTIA

10. I cannot present my paper in person but would like to present in absentia. What does *in-absentia* mean, and how do I do it?  
In absentia, presentation means that the abstract of your paper will be included in the Programme schedule and your full paper will be included in the conference proceedings (if received by the deadline). You will still need to fill in the registration form, and mail it with the required registration fee by January 31.

11. Will I get a copy of the conference CD?

Yes, it will be mailed to you after the conference is over. Alternately, you can send a written authorization with someone who is attending the conference to pick it on your behalf.

12. My coauthor will be presenting our paper but I will not be able to attend the conference. Will I be able to get the attendance certificate?

By definition, the attendance certificate can be given only to those who attend the conference.

13. I have submitted my paper for "in absentia" presentation. Can I get an attendance certificate?

No. But, we can mail you a certificate (upon request) showing that your paper was presented "in absentia."

## DIGITAL PRESENTATION

14. Do I need to be physically present for a 'Digital Presentation'?

No. You can send your recorded presentation which can be played during conference.

15. What is the process for submitting a 'digital presentation'?

The actual presentation can be recorded (audio as well as video), and converted to avi or dat format (which can be played on a DVD player) and sent to us (*AIMS International, 1-B Vrundavan Park, Near Santoshi Nagar, Sama Road, Vadodara 390 024, Gujarat, India*) so as to reach by 28<sup>th</sup> February.

16. Will I get a certificate for presentation?

Yes, you will get certificate of e-presentation of your paper along with conference CD and programme bulletin.

17. Will my paper included in proceedings CD?

If we receive your full paper in the prescribed format by deadline, it will be included in proceedings CD. Your presentation will also be included in CD.

## ACCOMMODATION & LOGISTICS

18. Does the registration fee include accommodation?

No. Please read the registration form carefully. It clearly spells out what your registration fee includes.

19. I have sent an e-mail to [ictbm2012@ictbm.org](mailto:ictbm2012@ictbm.org) requesting for an accommodation, but there is no reply. Why?

We are sorry that we do not have resources to make the accommodation arrangements. Information is posted on the web about arrangements that we have made. This information will be constantly updated. You need to contact directly.

20. Will you arrange transportation for me from airport to my hotel or the conference venue?

We are sorry that will not be possible.

21. How about transportation from other hotels etc to the conference venue?

Most probably we would not be able to make this arrangement. Once we have all the data about accommodations, we will see if limited arrangements can be made.

## CONFERENCE PROCEEDINGS

22. Why do not you print and provide hard copy of the proceedings?

There are three reasons: (1) The world is moving away from printing hard copies, and shifting to CD proceedings, (2) for printing hard copies full papers have to be submitted at least 3 months prior to conference, and most importantly, (3) It will increase the registration cost!

23. My proceedings paper will not be ready by the deadline. Can I get an extension?

I am sorry the answer is NO. All deadlines must be respected.

24. Is it possible for me to get an extra CD for my coauthor (or my school)?

Yes, at a nominal cost of \$5 per CD. Please let us know early so have enough copies made.

25. For the conference proceedings, do I need to mail you hard copy?

You need not mail any hard copy. Only soft copies are needed to be e-mailed as per the instruction.

## PROGRAMME SCHEDULE

26. I am returning from Dubai on a specific day, how do I make sure my paper is scheduled before I leave?

You need to send us an e-mail by 28/2 informing your scheduling constraint. If you do not inform by February 28, we will not be able to entertain your request. Once the schedule is made, it is very difficult to make changes.

27. How much time will I have for the presentation?

We expect to provide about 20 minutes, including time for Q&A.

28. Will the LCD and overhead transparency projector be available?

Yes.

29. Can I chair a session?

Please send us an e-mail requesting the same. We will try to see if we can accommodate your interest. Naturally, the students cannot chair sessions.

30. When will the Programme schedule be ready?

We expect it to be ready about 10 days before the conference and post it on the web. Once the schedule is posted, it is almost impossible to make any changes.