

APCOM 2009
Asia Pacific Conference on Optics Manufacture
February 11-14, 2009 Taipei, Taiwan
Center for Condensed Matter Sciences, National Taiwan University

Dear

Thank you for participating in the upcoming APCOM2009 Conference. We would appreciate if you can take some time to read through this email, as it contains essential information which will help you prepare for your participation in the conference.

CONFERENCE VENUE

Center for Condensed Matter Sciences
National Taiwan University, Taiwan
No. 1, Sec. 4, Roosevelt Road, Taipei,
Taiwan 10617
Tel : +886-2-2362-5753
Fax : +886-2-8369-5574

For the location map, please refer to: <http://apcom2009.me.ntu.edu.tw> or find the attachment.

REGISTRATION

Wednesday, 11 February 2009

Lobby, Center for Condensed Matter Sciences, National Taiwan University
15:00 - 19:30

Thursday, 12 February 2009

Lobby, Center for Condensed Matter Sciences, National Taiwan University
08:30 - 12:00

Friday, 13 February 2009

Lobby, Center for Condensed Matter Sciences, National Taiwan University
08:30 - 12:00

APCOM2009 LAB VISIT

Time: 14 February 2009, 9:30 – 11:30

Collection time and Meeting Point:

09:30, National Taiwan Univ. Center for Condensed Matter Sciences

Please contact us by email if you would like to join the APCO2009 lab visit.

WELCOME RECEPTION

Wednesday, 11 February 2009, Howard International House Taipei 18:30 - 21:00

For the location map, please refer to : <http://apcom2009.me.ntu.edu.tw>

CONFERENCE BANQUET

The conference banquet will be held on 12 February 2009, 18:30 , at the Howard International House Taipei.

Only participants who registered the banquet will receive a banquet ticket.

Additional banquet tickets can be purchased from the registration counter before noon on 12 February 2009. Each ticket costs USD 35 / NTD1000.

APCOM2009 TOURIST INFORMATION, Half-day CITY TOUR

Please contact us by email if you would like to join half-day city tour at cost of USD 70 (including lunch, dinner, tickets to Palace Museum and Taipei 101 Tower, and personal insurance).

For the latest city tour information, please refer to :

<http://apcom2009.me.ntu.edu.tw>

CONFERENCE PROGRAMME

For the latest conference program, please refer to:

<http://apcom2009.me.ntu.edu.tw>

PRESENTATION GUIDELINES

ORAL PRESENTATIONS

1. Please note that the time allocated to each oral presentation is 15 minutes (inclusive of 5 minutes for Questions & Answers).
2. PowerPoint slides or Acrobat PDF for presentation on a LCD video projector are recommended.
3. All the presentation rooms will be equipped with the following items:
 - A computer running WINDOWS XP Professional operating system, with MS Office 2003, Acrobat Reader
 - A LCD video projector
4. We recommend that presenters bring their presentation files in a format compatible with one of the above applications, with the files stored in a CD-ROM or a USB thumb drive (flash disk).
5. Alternatively, presenters can use their own notebook computer. If you choose to use your own notebook computer, we recommend that you bring a backup copy of the presentation in a CD-ROM or a USB thumb drive.
6. Presentation files can be up-loaded into the computer in the assigned presentation room, on the morning of the presentation from 08:30 onwards, or during the tea breaks. There will be an assistant in the room to help you.

Note:

- *Single-phase AC voltage is 110V, 60 Hz in Taiwan.*

POSTER PRESENTATIONS

Poster Board

You will be provided with a poster board to mount/display your poster. The maximum permitted dimension for your poster display is the standard AO size.

Poster Size – AO size

1189mm (height) by 841mm (width) [46.81 inches (height) by 33.11 inches (width)]

- Posters MUST be in PORTRAIT layout. Your paper/presentation number will be indicated on the board.
- Please note that the width of the poster board may not be exceeded under any circumstances.

We hope you find the above information useful to you. Please feel free to contact the secretariat if you require any further assistance on participating in the conference.

We look forward to meeting you soon!

Best Regards,

APCOM2009 Conference Secretariat

Tel : +886-2-2362-5753

Cellphone : +886-911-752920

Fax : +886-2-8369-5574

Email: apcom2009@ntu.edu.tw

NOTE: The secretariat office operates from Mondays to Fridays, 09:00 to 18:00 (+08:00 GMT).