Author/Participant’s Instructions:

1. Please register at the registration counter as follows:

   **6th Dec., 2004**
   
   Senate Room (M1603), Li Ka Shing Building,
   The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong

   **Time:** 8:00 am to 12:30 pm

   (Please see the attached map for the location of Li Ka Shing Building).

2. Each presentation shall not exceed **12** minutes with additional **3** minutes allocated to questions and answers period.

3. The Senate room is equipped with a computer, and a projector.

4. If you are using computer (PowerPoint) for presentation, please provide the soft version of your presentation in CD format/memory stick to the Session Chair or the staff of the Symposium as soon as possible (preferably right after your registration) so that it can be tried out in our computers. Please note that our computers are installed with Windows XP (English version). Just in case the soft version of your presentation is not running properly in our computers, we recommend you to prepare a set of overhead transparency of your presentation.

5. The final program for the Symposium will be posted in the conference website.

6. Please note in the preliminary program for the followings:

   a. **6th Dec., 2004 (Monday)**
      
      i. Participants register for the Symposium
      
      ii. Official Opening of the Symposium.
      
      iii. Presentation Sessions begin and will continue for the full day.

   b. **7th Dec., 2004 (Tuesday)**
      
      i. Full day presentation.
      
      ii. Closing Ceremony