

Dear Presenters

We are not very far away from the conference, ICCTAR, 26-28 JUNE, 2019. There are several things to take note of:

1. **On-site Conference Registration** starts early at the LOBBY of the Hotel Equatorial Melaka. You can collect your bag, name tags, certificates and have time to check on the program for 3 days:

- REGISTRATION OPENS 25th JUNE 2019 at 14.00 (2.00 PM)
- If you are coming on the first day of the conference (26th JUNE), registration starts very early:
- REGISTRATION OPENS 26th JUNE 2019 at 06.00 (6.00 AM) and finishes 08.00 (8.00 AM)
- If you come much later than this, please ask for assistance at the registration desk at the lobby or in the Secretariat Room on the 2nd Floor (the room nearest ROOM 1 (Ball Room)
*please bring along proof of payment (370 MYR for locals and 100 USD for international participants). If at this moment you still have not made payment, please do so IMMEDIATELY. Bring along evidence of payment. Call the hotline if you still have problems.
- Please remember that we do not have credit card facility at the registration desk at the hotel.

2. All the presentation rooms are fitted with LCD projectors and Laptop computers. You only need to bring your presentation material (Power Point slides, etc.) in a USB flash drive or thumb drive. It would be advisable to go to the room assigned for your presentation at least 30 minutes before your time. The Chairperson/room steward will assist by uploading your files onto desktop. If you need any other equipment like speakers you will need to let us know NOW (write to ICCTAR). We cannot however guarantee that we can provide the equipment that you need.

3. Have contingency plans in place. Sometimes the computer may not work or the LCD bulb may blow. It would be pointless worrying about it or waiting for something to be fixed. Carry on with your presentation – have about 10 copies of all your PP slides (arranged on a single page) to be handed out to the audience (let them share). Think of other ideas to help you just in case something happens.

4. Your presentation: You MUST start and finish on time. The Chairperson will give you a signal just before your time is up. When it is time to STOP, you must FINISH IMMEDIATELY.

5. Lunch venue: There will be a colour code to determine the place your lunch will be served. Wear your name tags all the time.

6. Always keep your bags close to you. They all look alike!

7. The 3-day Conference program will be sent to the WhatsApp Groups and will be uploaded to the website www.icctar.com . Please check and re-check your presentation times.

Thank you and see you soon! Safe travels!