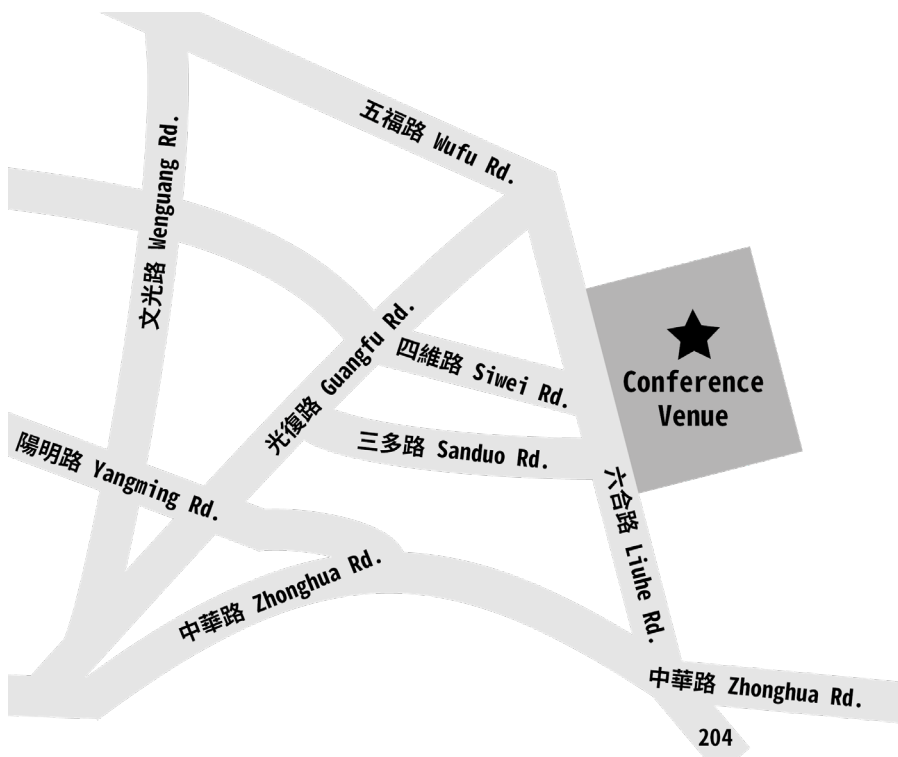# CONFERENCE INFORMATION

Conference Venue

National Penghu University of Science and Technology

Address: No. 300, Liuhe Rd., Magong City, Penghu County, Taiwan

Tel: +886-6-926-4115

Registration

Lobby
Open Hours:

Wednesday, Sep 15, 2021	08:00-18:10
Thursday, Sep 16, 2021	08:00-12:00
Friday, Sep 17, 2021	08:00-14:30

Badge

Please wear and clearly display your name badge to attend the conference at all times. All participants will receive the badge upon registration. Access to the conference venue will not be granted without a proper name badge.

Conference Policy

- Smoking is prohibited at all times in the conference rooms and the entire building.

- Please wear a mask and switch your mobile phone off or to vibration mode during all sessions.

- No photography or recording are allowed in any sessions.

Language

The official language of the conference is English, which will be used in all presentations and printed materials.

Lunch/Coffee Break

Lunch box will be available at Laboratory Building. Only bottled water will be provided during coffee break due to COVID-19.

Proceedings

All the informaiton including proceedings can be checked here:

Social Programs

Welcome Reception
- Date/Time: 18:30-20:30, Sep 15

- Venue: Discovery Hotel

Banquet
- Date/Time: 17:30-21:00, Sep 16

- Venue: Four Points by Sheraton

Access to Internet

The conference provides FREE Wi-Fi.
Account: ICCE-TW01~ICCE-TW05
Password: 12345678

Instructions for Physical Presenters

Oral Presentations

1. Upload Presentation Files

All the presenters are required to use the laptops/ computers provided by the organizer for presentation. If using a PowerPoint presentation, please save the file in USB and upload it to the conference laptop in the meeting room. Our staff will assist you to save your file. We highly recommend you to bring two copies of your file as a backup.

2. Presentation Time

- Keynote Speech: 60 minutes

- Oral Presentation: 15 minutes

* Please arrive in the session room no less than 15 minutes before the beginning of your session.

3. Other Information

- Please use standard font and the Windows Operating System only.

- Screen resolution of the PC in the session room is set to XGA (1024x768). Please set your presentation file at the same resolution.

- If your presentation contains linked audio or movie files, please save the files in the same folder.

- Please note that all videos should be playable by Window Media Player on Windows 10 without any extension.

- After you create the presentation file, please check the file with antivirus software.

Poster Presentations

1. **Poster Area:** Lobby

2. **Poster Size:** 841 mm Width X 1189 mm Height

3. **Assembling Date/Time**

   Poster A: 12:30-13:10, Sep 15

   Poster B: 15:00-15:40, Sep 15

   Poster C: 08:30-09:00, Sep 16

   Poster D: 08:30-09:00, Sep 17

   Poster E: 12:00-13:10, Sep 17

4. **Presenting Date/Time**

   Poster A: 13:10-14:10, Sep 15

   Poster B: 15:40-17:10, Sep 15

   Poster C: 09:00-10:30, Sep 16

   Poster D: 09:00-10:30, Sep 17

   Poster E: 13:10-14:40, Sep 17

5. **Removal Date/Time**

   Poster A: 14:10-14:40, Sep 15

   Poster B: 17:10-17:40, Sep 15

   Poster C: 10:30-11:00, Sep 16

   Poster D: 10:30-11:00, Sep 17

   Poster E: 14:40-15:10, Sep. 17

6. **Note**

   - The presenting author is expected to present the work in front of the poster during the poster session. IEEE reserves the right to exclude the paper from distribution after the conference (e.g. removal from IEEE Xplore) if the presenting author is absent.

   - The secretariat has no responsibility for keeping the poster if it doesn't be removed on time.