Conference Guide

This guide is a practical reference for participants of IBC-2017. It provides information on all conference-related aspects of logistics, transportation, food, accommodation and sightseeing.

Registration

Place: Lobby, 1st Floor, Hilton Xi’an, Xi’an, China

Working Time: April 24, 2017 (08:30-22:00)
               April 25-26, 2017 (08:30-18:00)

Registration Procedure

Upon your arrival, please show your confirmation letter, invitation letter or other valid documents to confirm your registration information at the registration desk before your check in. Please visit the registration desk directly for your conference kits. Security passes must be worn at all the time otherwise the conference is not accessible.

Confirmed Conference Program

The final program has been released on the website http://www.bitcongress.com/IBC2017/scientificprogram.asp, please carefully check your speech time and other information in case cause some mistakes, please note that there may be minor adjustments with the final program before April 8, please contact Bonnie with bonnie@dnaday.com for any changes on the oral presentation or poster exhibition before April 6.

Presentation

Presentation slides are required to be copied to laptops at the meeting room at least 10 minutes before your presentation. Please confirm that your slides should be well displayed on PC and please keep a
backup copy by yourself. All the parallel sessions will be held in the Hilton Xi’an on 1st Floor and 2nd Floor

**Note 1:** Please note the chair’s roles are required to introduce each speaker (we will send you the conference proceeding when you arrive, you will find the speakers’ information in that), and ask them a series of prepared questions (Please note the totally speech time and discussion time for every speaker is 20 minutes, this time need to be strict controlled, or the session will be delayed, it will affect other speakers’ speech time, it is better to remind them 2-3 minutes ahead of their presentation’s end). They must also encourage participation from the audience, and field questions from the floor.

**Note 2:** Please tell us in advance if you have attended other conferences including CMCB-2017 and ICG-2017 that will be held at the same time with our conference, in case the time will be conflict with the other conferences.

**Note 3:** Please note that we can’t refund the registration fee and hotel fee now, please visit the website: [http://www.bitcongress.com/IBC2017/cancellation.asp](http://www.bitcongress.com/IBC2017/cancellation.asp) for the cancellation policy. It will be appreciated you can find another speaker to replace of you if you cancel your participation. Thanks for your cooperation in advance.

- **Poster and Exhibition**

Poster Presentation and Exhibition have been scheduled from April 25 (08:30) to April 27 (17:30). Please note the poster presenters should contact the organization committee in advance if you need poster position, or we will not have additional poster slot.
## Conference Agenda

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 25, 2017, Tuesday</td>
<td>Opening Ceremony</td>
<td>09:00-09:30</td>
<td>Xuan Yuan Ballroom &amp; Yan Huang Ballroom, 2nd Floor, Hilton Xi’an</td>
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<tr>
<td></td>
<td>Keynote Forum</td>
<td>09:30-11:40</td>
<td>Xuan Yuan Ballroom &amp; Yan Huang Ballroom, 2nd Floor, Hilton Xi’an</td>
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<tr>
<td></td>
<td>Welcome Banquet</td>
<td>18:30-20:30</td>
<td>Xuan Yuan Ballroom &amp; Yan Huang Ballroom, 2nd Floor, Hilton Xi’an</td>
</tr>
<tr>
<td>April 25 ~ 27, 2017</td>
<td>Parallel Sessions</td>
<td>08:30-18:00</td>
<td>1F &amp; 2F, Hilton Xi’an</td>
</tr>
</tbody>
</table>

The final agenda has been released online, please carefully check it on the conference website: [http://www.bitcongress.com/IBC2017/scientificprogram.asp](http://www.bitcongress.com/IBC2017/scientificprogram.asp)

**Note:** There will be no great change in the conference agenda, but a minor adjustment on presentation sequence may be made according to the logical sequence of the speech content. If you cannot open the website, please contact with bonnie@dnaday.com to get the final conference agenda.
Conference Venue and Hotel

Hotel Name: Hilton Xi’an Hotel ★★★★★（西安万达希尔顿酒店）(Package Fee)

Address: No.199 Dongxin Road, Xincheng District, Xi'an, 710005, China
地址：西安市新城区东新街 199 号
电话 Tel: +86 29 8738 8888 传真 Fax: +86 29 8738 9999

The conference venue and all activities of the program will be arranged at this hotel. All the participants who booked the package fee will stay in this hotel, as well as the attendees who booked the hotel via the organizing committees. You can go to the registration desk to finish the registration directly. Anyway, please kindly pay attention to the service time of the registration desk.

Note 1: Please kindly inform us for any changes or Cancellation before April 5 for your room booking with those who booked the hotel via the organizing committees, please note after April 5, the room booking can not be adjusted.

Note 2: The hotel will charge a deposit when you check in. If there is no room service, the amount will be refunded to you when you check out.

Note 3: For those who didn’t book the accommodation through the committee organization, please kindly arrange your accommodation and meals by yourself in advance.
Note 4: Please note that the check in time is normally on the day you arrive at 15:00 and the check out time is on the day you leave before 12:00.

Note 5: The hotel reservation will be cancelled after 22:00. If you can't arrive in time, please send your itinerary with flight information to Bonnie at bonnie@dnaday.com in advance.

Dining

More information about the place, time of the luncheon, welcome banquet, supper, we will list it in the meal coupon, please visit the website http://www.bitcongress.com/IBC2017/price.asp to see the food details that the registration fee and package fee including.

Note 1: Please note this is not including for who has not booked the meals from us. The Package fee and Only Registration fee include the food for one person except the one who has paid the food for their accompanying person. There is no lunch and supper outside the conference period.

Note 2: One person per ticket, will be forfeited, sold tickets are not refundable.
Transportation

The main airport in Xi’an is called Xi’an Xianyang International Airport (Website: http://www.xxia.com/). There is no airport pickup service, please take a taxi/shuttle bus to the conference venue by yourself. It is about 40 km from Xi’an Xianyang International Airport to the Hilton Xi’an Hotel.

1. **By Taxi:** About 60 minutes, Cost USD 30, RMB 180-200

   The information below would be helpful when you take a taxi:

   **Hilton Xi’an Hotel 西安万达希尔顿酒店**

   Please take me to the Hilton Xi’an Hotel.  
   Thanks

   Add: 199 Dongxin Road, Xincheng District, Xi’an, 710005, China
   Tel: +86 29 8738 8888 
   Fax: +86 29 8738 9999

   请载我到西安万达希尔顿酒店，谢谢
   地址：西安市新城区东新街199号
   Tel: +86 29 8738 8888 
   Fax: +86 29 8738 9999

2. **By Airport Shuttle Bus:** Follow two steps:

   1). Take Route Railway Station (Destination), Cost RMB 25, USD 4, About 70 minutes

<table>
<thead>
<tr>
<th>Route Details</th>
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<tbody>
<tr>
<td><strong>Route Name</strong></td>
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<tr>
<td><strong>Average Frequency</strong></td>
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<tr>
<td>Place of Departure</td>
</tr>
<tr>
<td><strong>T2:</strong> Outside of T2 (arrivals)</td>
</tr>
<tr>
<td><strong>T3:</strong> Opposite T3 in the Ground Transportation Center (GTC)</td>
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<tr>
<td>Railway Station</td>
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<tr>
<td>First Bus</td>
</tr>
<tr>
<td>06:30</td>
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<tr>
<td>Railway Station</td>
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2). Get off at Railway Station, then take taxi to hotel (Cost USD 2, RMB 13), it’s only about 1.5 km between Railway Station and Hilton Xi’an Hotel.
Conference in China

• Visa
Foreign attendees will need to apply for visa by themselves usually, so IBC-2017 recommends applying
for visas as early as possible. Please check with your local China consulate or embassy to find out the
earliest possible application date. Meanwhile, we strongly advise the foreign attendees to apply for the
Tourist Visa instead of Business Visa in view of the adjustments for visa application to China last year,
which is more accessible. We apologize for any inconvenience maybe caused to you.

P.S. The Hotel Reservation Confirmation may be necessary for the Tourist Visa application.
Please let us know your visa process and send back your itinerary form before April 10 when
determined if you have not sent to us before, and then we'll arrange related conference details
accordingly!

Any problem, please feel free to contact Bonnie at bonnie@dnaday.com.

• Weather
According to the weather forecasting: the average temperature during the period of conference is
around 6~16℃, it is advised to wear thick coat with sweaters.

• Currency
The official currency is the RMB (CNY) or Yuan. Chinese money cannot be exported. Travelers’ checks
(restrict $300 can be changed at hotel) and major credit cards are accepted (VISA, MASTERCARD) and
foreign currency can be converted in airport, hotels, in stores and in subsidiaries of the Bank of China.
The working hour of most foreign exchange centre is: 08:30-16:30. You are advised to exchange some
RMB for your bus/taxi fares before your departure. The exchange rate between U.S. dollar and RMB
Yuan is approximately at 1:6.8. Please check for further updates. Usually, 800-1000 RMB would be
enough for your transportation fees. Though major credit cards are accepted at big stores and ATMs,
cash is still more widely used.

• Electricity
A variety of electrical outlets can be found in China and an all-around adaptor set is recommended.
Voltage in China is 220V 50Hz. If you will need to use an adapter, please be sure to use an appropriate
transformer as well.
• **Mobile Phone Network**
Cell phones are widely used in China with networks of GSM (800 MHz, 900 MHz & 1800 MHz) and CDMA.

• **Working Language**
The working language of this conference is English, therefore, simultaneous interpretation will not be provided.

• **Local time**
  A. Time Difference
China is in one time zone – Beijing Time (GMT+ 8 hours).
  B. Working Hours
Most business organizations are open at 09:00~18:00, government departments at 08:00~17:00, and banks at 09:00~17:00. Working week runs from Monday to Friday. Many stores stay open 12 hours a day, 7 days a week.

• **Insurance Policy**
It is advised to have insurance to cover sickness and other possible traveling problems. For hospitalization in China, you may have to pay first and then claim it back from your insurance company. The organizing committee will not take the responsibility for any personal injuries sustained or for loss of, or damage to, property belonging to conference participants or their accompanying persons, either during or as a result of the conference.

• **Emergency numbers**
Police: 110
Fire Department: 119
Medical Emergency: 120
Visa Card Hotline: 10-800-110-2911
Master Card Hotline: 10-800-11-0-7309 (only in certain provinces)

• **Conference Contact**
Address: East Wing, F11, Block 1, Dalian Ascendas IT Park, 1 Hui Xian Yuan, Dalian Hi-tech Industrial Zone, LN 116025, China
Tel: +86-411-84799609-839   E-mail: bonnie@dnaday.com