Conference Guide

This guide is a practical reference for participants of BIT's World Congress of Robotics-2015. It provides information on all conference-related aspects of logistics, transportation, food, accommodation etc.

1. Please note that the online program http://www.bitcongress.com/wcr2015/program.asp and schedule http://www.bitcongress.com/wcr2015/schedule.asp have been updated. There are minor changes in session sequence numbers, and please check your personal information and the time of your speech. If there are any mistakes or inconvenience for you, please contact the program coordinators **Ms. Ada Fu** via ada@bitcongress.com

2. Please deliver your speech with a PowerPoint, which should be in English version.

3. All speakers should arrive at least 15 minutes earlier before the session starts and copy your presentation to the meeting room's computer. Generally speaking, all of the speakers are requested to use our computer unless your file could not be compatible with our projector (VGA) & computer system (Windows XP, English). **The duties of the Session Moderator/Chair are listed in the last page of this guidance.**

4. For the place and time for the lunch, dinner and welcome banquet, please kindly check your meal pass for details.

5. Only delegates wearing their congress name badges will be admitted to the scientific and social activities. And the name badges will be issued at the registration desk.

Registration

Time: 09:00-22:00, August 30, 2015
Place: Lobby, Ground Floor, Sheraton Shenyang South City Hotel, Shenyang
Address: 101-1 Shenzhong Street, Hunnan District, Shenyang, LChina

Time: 08:00-17:00, August 31-1 September, 2015
Place: Hunnan Headquarters Base
Address: No. 109 Quanyun Road, Hunnan District, Shenyang, China

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.

Conference Venue

The Conference venue will be arranged at Hunnan Headquarters Base, Shenyang, China, located in No. 109 Quanyun Road, Hunnan District, Shenyang, China.

The information below would be helpful when you take a taxi, you may show the Chinese notice to the driver, which would help you get to the destination.

English NOTICE: **BIT's World Congress of Robotics-2015 (WCR-2015)** Please take me to the Hunnan Headquarters Base. Thanks! **Add:** No. 109 Quanyun Road, Hunnan District, Shenyang	Chinese NOTICE: **2015 中国（沈阳）国际机器人大会** 请送我到浑南总部基地，谢谢！ 地址：沈阳市浑南区全运路109号

Hotel

Sheraton Shenyang South City Hotel　★★★★★（沈阳新都绿城喜来登酒店）

Address: 101-1 Shenzhong Street, Hunnan District, Shenyang, Liaoning, China
Tel: (86) (24) 3161 9999

Conveniently located in the Hunnan District, the Sheraton Shenyang South City Hotel is close to the offices of many multinational corporations. Athletes Village and Central Park are within walking distance. Both Shenyang Taoxian International Airport (SHE) and the Shenyang Olympic Sports Center are 10 minutes away by car.

The information below would be helpful when you take a taxi, you may show the Chinese notice to the driver, which would help you get to the destination.

English NOTICE: **Sheraton Shenyang South City Hotel** **Add.:** 101-1 Shenzhong Street, Hunnan District, Shenyang, Liaoning, China **Tel:** (86)(24) 3161 9999 Please take me to the Sheraton Shenyang South City Hotel. Thanks!	Chinese NOTICE: 沈阳新都绿城喜来登酒店 地址：沈阳市浑南区沈中大街101-1号 电话：(86)(24) 3161 9999 请送我到沈阳新都绿城喜来登酒店，谢谢！

Schedule

1. Registration
Please go to **Sheraton Shenyang South City Hotel** (Lobby, Ground Floor) for registration and picking up your conference materials on August 30, 2015 (09:00-22:00). And please go to

Hunnan Headquarters Base for registration from August 31- September 1, 2015 (08:00-17:00).

2. Opening Ceremony and Keynote Forum
Date: August 31, 2015
Time: 09:00-12:00
Place: Hunnan Headquarters Base

3. Lunch
Date: August 31-September 1, 2015
Time: 12:00-13:00
Place: Please check your meal pass for specific location

4. Project Matchmaking Meeting
Date: August 31, 2015
Time: 14:00-17:00
Place: Hunnan Headquarters Base

5. High-end Experts' Talk and Welcome Banquet
Date: August 31, 2015
Time: 17:30-20:30
Place: Sheraton Shenyang South City Hotel

6. Dinner
Date: August 30, September 1, 2, 2015
Time: 18:00
Place: Please check your meal pass for specific location

Airport Pick-up Service

Airport Pick-up Service is only available on 30 August (09:30-22:00) for all the participants stay in Sheraton Shenyang South City Hotel.

When you arrive at Shenyang Taoxian International Airport, you may find our staffs holding the board with conference logo in the main exit. They will lead you to the shuttle bus and take you to the Sheraton Shenyang South City Hotel. Example of Conference Logo:

BIT's World Congress of Robotics-2015 (WCR-2015)
2015中国（沈阳）国际机器人大会

For the participants who will arrive at earlier or later time, please take a taxi to the Hotel or Hunnan Headquarters Base directly.

By Taxi

Taxi service is available all day from Shenyang Taoxian International Airport. The cost from the airport to the **Sheraton Shenyang South City Hotel** is about <mark>30 RMB (5 USD</mark>). And it is about <mark>30 RMB (5 USD)</mark> to **Hunnan Headquarters Base**. Depending on your arrival time, it is more expensive at night time.

Please do ask for the receipt from the driver. Payment should be made in RMB cash. You can use the ATM's or bank offices at the airport to get change. It is not customary to tip drivers. Please pay strictly according to the meter in the taxi.

Transportation to Sheraton Shenyang South City Hotel by Train

Please note that there are two railway stations in Shenyang, Shenyang Railway Station and Shenyang North Railway Station.

Taxi service is available all day from Shenyang Railway Station and Shenyang North Railway Station. The cost from the two railway station to Sheraton Shenyang South City Hotel is about <mark>60 RMB (10 USD</mark>) and both of them are around 40 minutes away from the hotel by taxi.

Conference in China

- **Visa**

Foreign attendees will need to apply for visa by themselves usually, so InfoTech-2015 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. Any problem, please feel free to contact Emma at ada@bitcongress.com

- **Weather**

According to the weather forecasting: the average temperature during the period of conference is around 30℃.

- **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. Please check for further updates. Usually, $80-100 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.

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- **Working Language**

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

- **Cancellation and Refund Policy**

Deadline for Hotel cancellation is February 28th. No refund of Registration and Hotel Fee can be made now. Substitutions are welcome at any time.

- **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
Public Security Bureau: 6357-6666
Visa Card Hotline: 10-800-110-2911
MasterCard Hotline: 10-800-11-0-7309 (only in certain provinces)

- **Conference Contact**

Ms. Ada Yu
E-mail: ada@bitcongress.com
Tel: 0086-411-84799609 Ext. 804

- **Some Notes you may need:**

English	Chinese	Chinese Pinyin
Please can you order a taxi for me?	请问可以帮我定下的士吗？	Qing wen ke yi bang wo ding xia di shi ma?

Please take me to…	请带我去…	Qing dai wo qu…
This is an emergency. I need your help.	这非常紧急。我需要你的帮助。	Zhe fei chang jin ji. Wo xu yao ni de bang zhu.
Please ring this number for me.	请帮我拨下这号码。	Qing bang wo bo xia zhe hao ma.
How much does this cost?	这个多少钱？	Zhe ge duo shao qian?
Do you have another one?	这个还有吗？	Zhe ge hai you ma?
Can you deliver to this address?	能送到这个地址吗？	Neng song dao zhe ge di zhi ma?

• The Session Moderator/Chair's Role

The duties of the Session Moderator/Chair include the following:

1. Show up to the session at least 15 minutes before the session begins. Identify the paper presenters and discussant(s) in advance, and introduce yourself. Remind each presenter of the time limits that apply, and describe the method you will use to alert them of time limits during the actual presentation.

2. At the start of the session, introduce yourself to the audience, announce the session/title, and offer a brief overview indicating how the papers are related.

3. Next, introduce the speakers with brief comments regarding the affiliation and/or background of each presenter.

4. Prior to each presentation, announce the paper's title, authors' names and their affiliations. Identify the individual who will be speaking if it is someone other than the first author.

5. During the presentations enforce time limits strictly so that no author (or audience member) monopolizes someone else's time. And each speaker will have about 20-25 minutes for oral presentation.

6. Once presentations are complete (paper presentations and discussant's presentation) the reminder of the time can be used for informal discussion with the audience and session participants. It is your job to field questions from the audience.

7. Try to conduct the session as informally as possible (e.g., use first names when addressing participants and members of the audience) to encourage as much audience participation as possible.