



ND2019 Arrival Guidance

Dear Delegate

ND2019 will be held at the China National Convention Center (CNCC), in the north part of Beijing, which is next to the Olympic Green station of subway Line 8. CNCC is in the central area of the Olympic Green Park, surrounded by the China National Stadium (Bird Nest), the National Aquatics Center (Water Cube) and the National Indoor Stadium. You can easily travel to the city center, various major tourist spots and the airport. More information can be found at <http://www.cncchina.com>.

How to get to the China National Convention Center (CNCC):

1. From Beijing Capital Airport to CNCC

◆ Airport Express Light Railway & subway

1	Take the Airport Express at Floor B2 for Terminal 2, or Floor F2 for Terminal 3
2	Get-off at Sanyuanqiao (三元桥) Station and transfer to subway Line 10
3	Get-off at Beitucheng (北土城) Station and transfer to subway Line 8
4	Get-off at Olympic Green (奥林匹克公园) Station through exit E

Times of Airport Express:

Terminal 2: 6:35 am - 11:10 pm

Terminal 3: 6:20 am - 10:50 pm

Fare: CNY 25 for the Airport Express (purchased at the airport) plus CNY 4 for the subway (purchased at the Sanyuanqiao station) (USD 5 total)

◆ Taxi

You can also take a taxi from the Beijing Capital International Airport to the congress venue.

You can show the following address to the taxi driver:

Taxi locations:

Terminal 1: Outside Gate 1 on F1

Terminal 2: Outside Gates 5 to 9 on F1



Terminal 3: Please refer to the signs inside the terminal building

Time: About 1 hour.

Fare: About CNY 120 (USD 20 including toll). The cost is subject to change depending on actual traffic conditions. The toll for the expressway (10 Yuan) is not included on the meter and should be paid by the passengers.

TAXI NOTE

司机师傅您好，请送我去国家会议中心，谢谢！

地址：北京市朝阳区奥林匹克公园天辰东路7号（近奥林匹克公园地铁站）

Please take me to China National Convention Center, thank you!

(Address: No.7 Tianchen East Road, Olympic Green, Chaoyang District, Beijing)

Tips:

Please make sure the taxi is metered and ask for a receipt when alighting from the car because the details of the car and driver are listed on the receipt. This is useful should you have any problems such as leaving property behind.

◆ Airport Shuttle

1	Take shuttle bus Line 5
2	Get-off at Anhui Bridge（亚运村安慧桥）Station and take bus No. 379
3	Get-off at Wali South（洼里南口）station and walk south about 400 meters to CNCC

Ticket offices for shuttle bus:

Terminal 1: Inside Gate 7 on F1

Terminal 2: Outside Gate 11 on F1

Terminal 3: Outside Gates 7 and 9 on F1

Fare: CNY 21 plus CNY 2 for the bus No. 379 (USD 4 total)

2. From Train Stations to CNCC

◆ Taxi



From Beijing Railway Station: About CNY 80 (USD 13).

From Beijing South Railway Station: About CNY 100 (USD 16).

From Beijing West Railway Station: About CNY 80 (USD 13).

◆ Subway

From Beijing Railway Station:

1	Take subway Line 2
2	Get-off at Guloudajie (鼓楼大街) Station, and transfer to subway Line 8
3	Get-off at Olympic Green (奥林匹克公园) Station through exit E.

From Beijing South Railway Station:

1	Take subway Line 4
2	Get-off at Xizhimen (西直门) Station and transfer to subway Line 2
3	Get-off at Guloudajie (鼓楼大街) Station and transfer to subway Line 8
4	Get-off at Olympic Green (奥林匹克公园) Station through exit E.

From Beijing West Railway Station:

1	Take subway Line 9
2	Get-off at the Military Museum (军事博物馆) Station and transfer to subway Line 1
3	Get-off at Fuxingmen (复兴门) Station and transfer to subway Line 2
	Get-off Guloudajie (鼓楼大街) Station and transfer to subway Line 8
4	Get-off at Olympic Green (奥林匹克公园) Station through exit E.

Fare: About CNY 7 (USD 1.1) for these routes.

Transportation in Beijing

The Subway

There are 15 subway lines in Beijing. The fare is about 3-9 Yuan. Trains run from 5:30am to 11:00pm. Tickets can be bought at the ticket office at each station or at the self-service ticket vending machine. Subway stops are announced over the train's speaker system in Chinese and



English. Most stations have four entrances in the four directions for each stop. So, you should know beforehand which exit to take when leaving the station. You can find signs inside the station listing the main buildings outside each exit. Passengers can find toilets on the platform level or in the ticket hall of each station.

Airport Express Train

The Airport Express Line of the subway system serves the airport from Terminal 3 to Terminal 2 and then takes passengers first to Sanyuanqiao (三元桥) and then to Dongzhimen (东直门). Tickets cost 25 yuan.

*Tickets are issued for one-way use only.

At most stations, passengers can buy a ticket at either the Customer Service Center or self-service ticket vending machines, but some stations are only equipped with ticket vending machines which accept 1 Yuan coins and 5 Yuan and 10 Yuan banknotes.

Taxis

Taxis in Beijing have several colors. All of them have a taximeter inside. You can easily find them in every part of Beijing. All taxis charge 2.3 Yuan per kilometer with a base rate or minimum charge of 13 Yuan.

The price is calculated every 500 meters (547 yards) and every 2.5 minutes.

- The price is then rounded to the whole number of Chinese Yuan. For example, 15.4 Yuan will be rounded down to 15 Yuan, and 15.6 Yuan will be rounded up to 16 Yuan.

- The toll for the expressway (10 Yuan) is extra and should be paid by the passengers.

www.en.bcia.com.cn

www.jp.bcia.com.cn

www.beijingchina.net.cn/transportation/subway.html

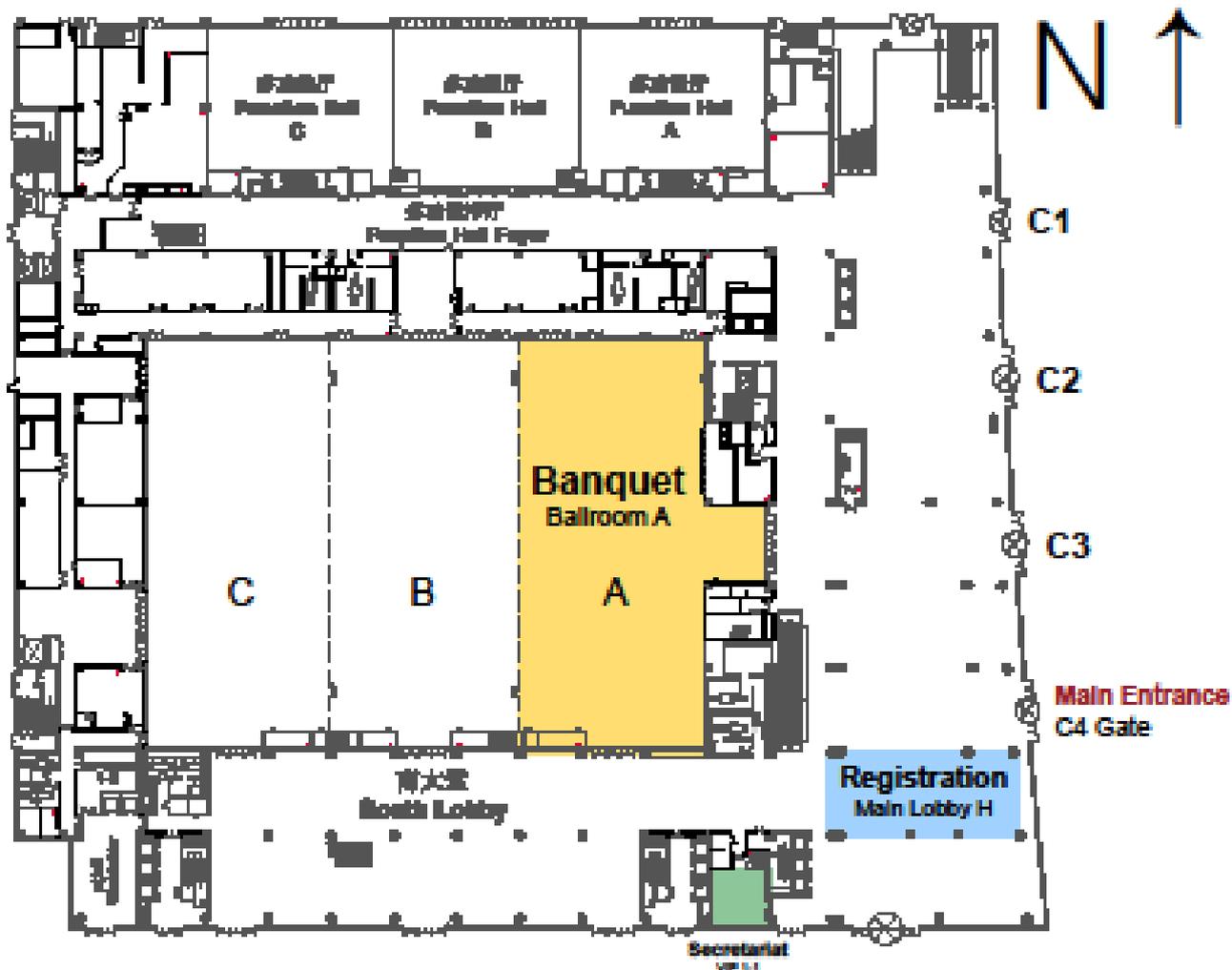


Venue Map





Conference Registration Onsite



1. Registration Desk

A Registration Desk will be set-up at Level 1 Main Lobby H at CNCC during the following days and times, please look for the registration signage:

Date	Time
May 19 th	9:00-22:00
May 20 th –May 23 rd	8:00-18:00

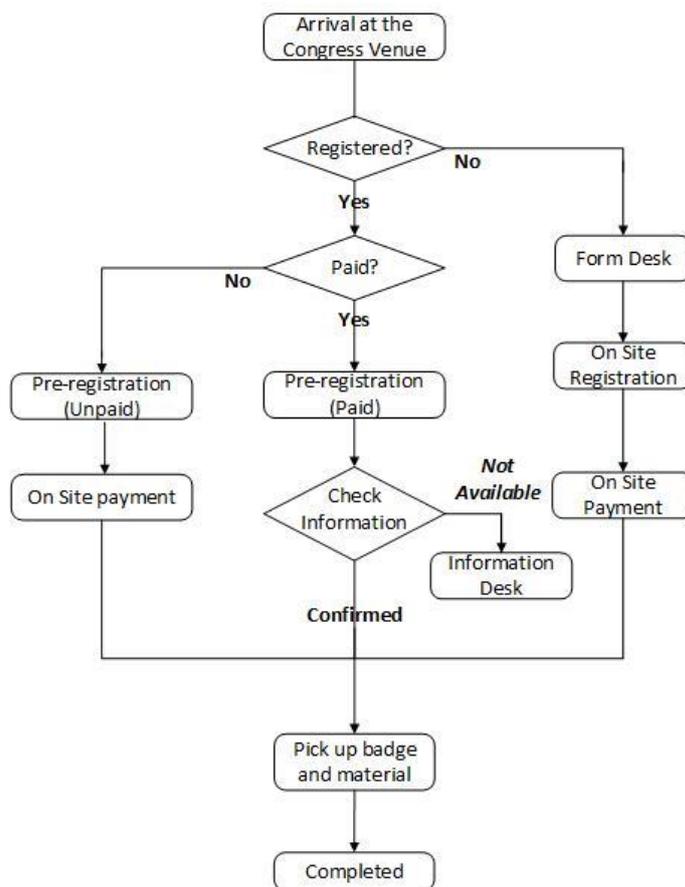
Staff at the information counter at the registration desk will answer any inquiries about the registration, social events, excursions, etc. Conference materials and receipt will be available for delegates at the registration desk.



2. Items to be collected during registration:

- ◆ Conference Bag: includes notebook, pen, USB drive and program
- ◆ Name badge, Coupons (lunch, Welcome reception and Gala dinner)

3. Registration Flow



* Upon your arrival at the registration area, please present your last name used for your online registration to one of the staffs at the registration counter.

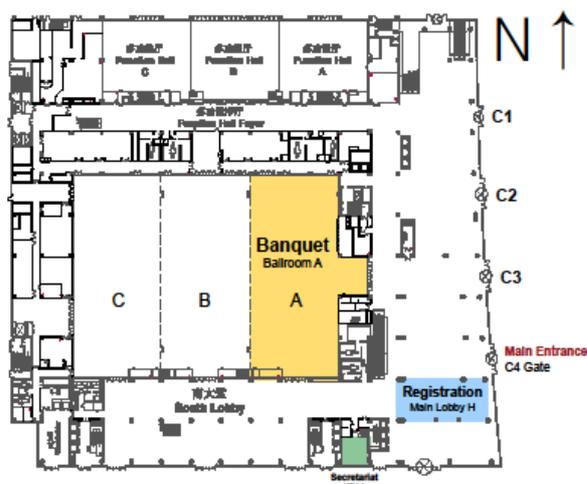
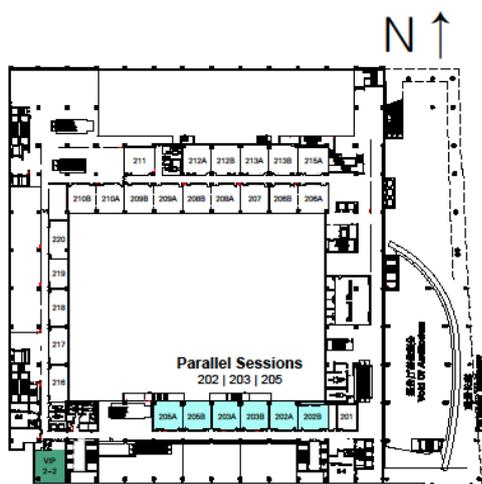
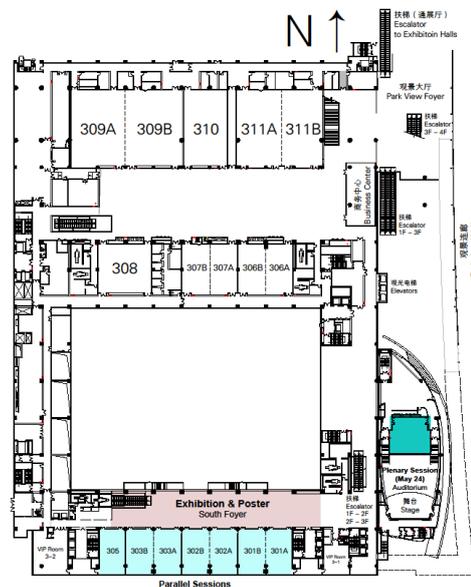
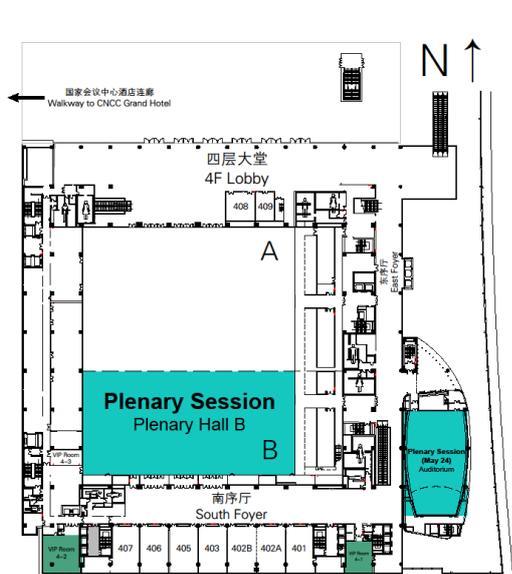
* Students should bring their Student ID for registration on-site.

* If you have paid for your registration, but the status of your account is still "UNPAID", please take a copy of your bank remittance with you and present it at the on-site registration window.

4. Program Schedule



19-May	
09:00-22:00	Registration CNCC L1 Main Lobby H
19:00-21:00	Welcome Reception CNCC L4 Plenary Hall B
20-May	
08:00-18:00	Registration
08:30-9:40	Opening Session CNCC L4 Plenary Hall B
9:40-10:10	Coffee Break & Group Photo To be Announced on Site
10:10-12:40	Opening & Keynote Session CNCC L4 Plenary Hall B
12:40-14:00	Lunch Exhibition Hall 4A
14:00-18:30	Plenary Session CNCC L4 Plenary Hall B
21-May	
08:00-18:00	Registration
08:30-18:00	Parallel Session CNCC L3 & L2
12:00-14:00	Lunch Exhibition Poster Networking Exhibition Hall 4A CNCC L3 South Foyer
22-May	
08:00-18:00	Registration
08:30-18:00	Parallel Session CNCC L3 & L2
12:00-14:00	Lunch Exhibition Poster Networking Exhibition Hall 4A CNCC L3 South Foyer
23-May	
08:00-18:00	Registration
08:30-18:00	Parallel Session CNCC L3 & L2
12:00-14:00	Lunch Exhibition Poster Networking Exhibition Hall 4A CNCC L3 South Foyer
24-May	
08:30-12:30	Plenary Session & Closing CNCC L3 Auditorium



* Kindly note that the conference will provide lunch box at Exhibition Hall 4A at 12:00-14:00 from May 20-23. Please follow the volunteers and signage from the meeting rooms to lunch.

5. Accommodation

All delegates who booked your hotel either by your agent or web, please go to the hotel and check in on yourself. Some hotels may provide the shuttle service to CNCC. Please check with the hotels you are staying.

6. Presentation guideline



Oral Presentations

- ◆ Oral presentations in all Congress programs must be given in English.
- ◆ Speaker's Lounge is available for all speakers to submit and check the presentation files from 14:00 to 17:30 on May 19, 9:00 to 17:30 on May 20-23.
- ◆ At least 12 hours before your designated session, all technical session speakers are required to bring your presentation files with USB memory stick to the Speaker's Lounge, including your full name in the file name.
- ◆ All sessions must start on time and projectors must be utilized. Please make sure that your slides are clear and legible for all audiences.
- ◆ It is our recommendation that the speakers would arrive at least 20 minutes prior to the start of your session to communicate with your chairman about the process of your presentation. All sessions should start on time and all speakers should utilize the provided computer.

Oral Presentation Duration

Presentation Type	Time
Plenary Talk	35 minutes
Invited Oral	30 minutes
Regular Oral	20 minutes
Poster/Short Oral	05 minutes

* Oral presentation time includes Q & A

Audio Visual Equipment

The following audio-visual equipment will be provided by the Congress in all technical session rooms at no charge:

- i) A Laptop (Windows, 1024 x 768 standard resolution). *It is highly recommended that you save your presentation on a USB flash drive for emergency back-up.*
- ii) Wireless hand hold Microphone or desk Microphone
- iii) Laser Pointer
- iv) Standing Lectern
- v) Projector

PowerPoint Slide Presentations

The following information is designed to help you prepare your visuals for a quality, professional



presentation. Remember that LESS IS BETTER and all visuals MUST BE DEVOID OF CORPORATE NAMES/LOGOS (except for title slide) AND BRAND NAMES.

- i) Prepare your PPT in the ratio of 4:3 (16:9 is available at Plenary session because LED can be Divi-Screen Displayed at 4:3 or 16:9 ratio)
- ii) Design slides that can be seen from the back row of the room
- iii) For the maximum effect, use 10 or fewer words on a slide
- iv) Avoid using more than six words per line or eight to 10 lines of type per visual
- v) Use strong, bold sans serif typefaces for reading ease. Don't use all capitals; provide ample spacing between words and letters
- vi) Leave space at least the height of the capital letter between line
- vii) Lower case letters are more legible than capitals
- viii) Vary the size of type on your visual to illustrate relative importance of information
- ix) Contrast is important. In general, use dark colors for the background and light colors for text and graphics.
- x) Limit each slide to one main idea
- xi) Graphs and charts should be simple
- xii) Include titles to supplement, not duplicate, slide data
- xiii) Use duplicates if you need to refer to the same slide at different times in your presentations
- xiv) Plan your slides for a good visual place in your presentation. Don't leave a slide on the screen after discussing it.

Poster Presentations

◆ **Short presentation and oral Discussions**

- Posters will have five-minute short oral talk by roughly 4-to-6 slides in the assigned sessions. Posters will be on display on the same half-day of the short oral presentation.
- Authors must be available at their posters for protracted discussions during the break of the conference on the same day.

◆ **Poster Setup, Presentation and Removal Schedule**

- Upon registration, posters need to be submitted to the local organizers upon registration on May 19, 2019.
- Posters should be less than 95cm (width) × 130cm (length) in size and can be affixed to the panels using poster glue. Kindly note that the poster should be prepared by authors.



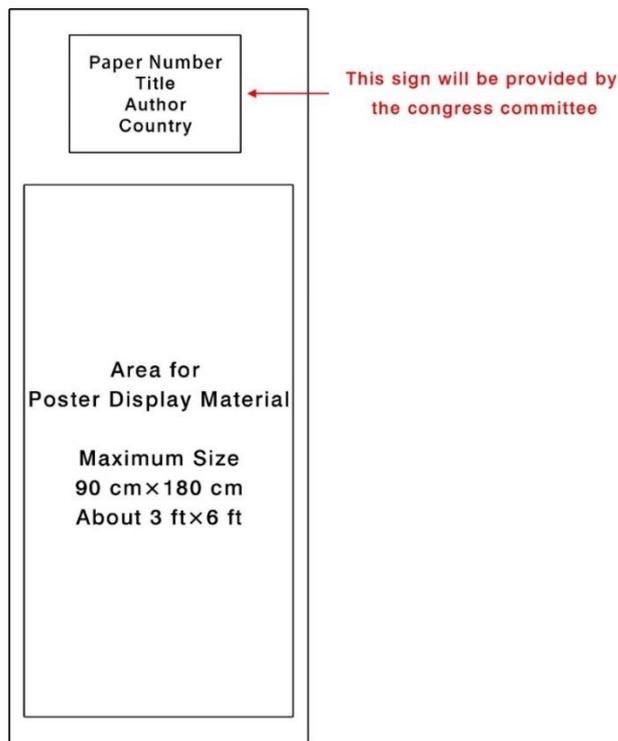
- From May 21 to 23, in parallel with the corresponding technical sessions, all posters will be on exhibition from 08:30 to 18:00 and removed roughly at 19:00.
- Without specific statements, all posters will be discarded properly and local organizers are not responsible for returning/shipping posters to authors.

Arrangements for poster exhibition

Date	Time	Event
May 19, 2019	10:00-18:00	Poster Collection
May 21, 2019	08:30-18:00	Day 1 exhibition
May 22, 2019	08:30-18:00	Day 2 exhibition
May 23, 2019	08:30-18:00	Day 3 exhibition

◆ Poster Presentation Provisions

- During the exhibition, each poster will have his/her own hard standing panel and a 90 cm x 180cm (3 ft. x 6 ft.) area in which the poster information will be affixed. A sign for each panel will be provided by the Congress sponsors and will contain the title of the presentation as submitted, authors' names and countries, poster group name and paper number. It is encouraged that poster information be suitably laminated as one sheet. Posters will be attached to panels. Poster lamination is the responsibility of the authors.
- Posters must contain authors' names, title of presentation, an abstract and materials such as graphs, charts, tables and photographs that are necessary to communicate effectively the research findings to the audience. Material on posters should not be copies from pages of the typed manuscript or difficult to read handwritten text. Instead, the poster should contain enlarged text and key figures that are easy to read from a distance.
- A schematic of the hard-standing panel as well as sample photos are shown below:



Simultaneous Translation

For the opening and keynote sessions, the simultaneous translation will be provided. The headset will be collected at the entrance of the Plenary Hall B on May 20, 2019.

note:

- Please present your valid ID to get the SI Receiver and return it after sessions.
- In case of loss, a compensation of RMB 1200 for one SI Receiver will be charged.

Electricity

The standard voltage in China is 220 V, 50 Hz. The outlet has three prongs and you should bring your own adaptor. For a list of the outlets and plugs used in China, please check :

<http://electricaloutlet.org/>

Weather

May is a good time to visit Beijing. It is filled with bright reds and vivid greens everywhere. Normally,



the weather is very warm with the temperature remaining 10-25 Centigrade degree (50-77 Fahrenheit degree). There are usually less windy days and few sandstorms during this month. There might be some drizzle but clear and sunny days are in the majority.

We thank you in advance for your kind attention. We hope the information in this letter will greatly facilitate your time attending the Congress and that you will have a hassle-free and enjoyable stay in Beijing.

Yours sincerely,

ND2019 Secretariat