

International Conference on
Computing in High Energy and Nuclear Physics

February 13 – February 17, 2006, TIFR, Mumbai, India

Bulletin # 4

Introduction

This bulletin includes the preliminary version of the Programme for the Conference and Guidelines for Contributions. Travel tips and some additional information on accommodation for the late applicants are also enclosed.

For most up-to-date information, please visit the website created at URL <http://www.tifr.res.in/chep06/> where the information will be continually updated. For any query, please contact us at chep06@tifr.res.in.

Conference Programme

The CHEP06 website has now been updated to provide links to more detailed information on the Conference Programme overview. The full list of contributions to the conference can also be viewed; the various check boxes on this page can be used to search the list of contributions by track, etc. There is also a link to the Timetable which provides a detailed list of talks and posters as they have been scheduled in the conference programme; here also there are different formats available to display the information. Presenters especially should look at this timetable to find out when they are scheduled to give their presentation.

The presenter of a talk or poster should inform the conference secretariat (chep06@tifr.res.in) if he/she is unable to make the presentation at the allocated time. All potential participants are requested to inform the organisers as soon as possible if they are unable attend the conference to give the presentations, or whether someone else has been asked to give the presentation instead. Any such problems should be communicated before January 30th at the latest as this is when the Conference Programme will be sent to the printers.

Guidelines for Contributions

Detailed guidelines for the preparation of talks, posters and papers are also now available on the website. The CHEP06 website provides a mechanism to upload both talks and papers related to every contribution accepted for oral or poster presentation at CHEP06. The presenters are requested to login to InDiCo (<http://indico.cern.ch/confLogin.py?confId=048>), then to follow the *My contributions* link to submit the talk and/or paper material. Templates for the preparation of papers are also provided. Material can be submitted using the same web interface that was used for abstract submission but which has been extended to allow talks and papers to be attached.

Please take particular note of the following:

- Slides of talks must be submitted before the start of the conference as they will be uploaded onto the conference projection equipment by the session chair prior to the start of the session. All speakers are requested to upload the first version of their talk by February 5, 2006.
- It will not be possible for any speaker to present the talk from his/her private portable computer. For this reason it is imperative that the presentations should be submitted using the means provided.
- Posters should be handed in at the registration desk on arrival in Mumbai. They will be mounted on behalf of the presenters at the appointed time. There will be no printing facility available on the conference site for printing the posters.
- Papers, both for oral and poster presentations, must be submitted before the end of the conference. The proceedings will be published shortly after the end of the conference.

Oral Presentations

- All presentations will be projected from the computers provided by the conference organisers. No facilities will be available to project the presentations from personal laptops.
- The electronic formats accepted are: Microsoft PowerPoint or Adobe PDF only.
- Plenary session talks will be 30 minutes and parallel session talks will be between 18 and 25 minutes (the time table should be consulted for a more precise information). This includes time for questions (2-3 minutes).
- Speakers are requested to present only as much material as can reasonably fit into the time period allotted.
- Many web sites provide useful hints on how to prepare a good oral presentation e.g. <http://go.owu.edu/~dapeople/ggpresnt.html>.

Poster Presentations

- Authors must come with their poster printed as there are no facilities to produce posters at the conference.
- Each poster will be put up for two days (either February 13-14 or 15-16). They will be mounted in the poster area at the appropriate time by the local organising team.
- Authors are expected to stand by their posters during the allotted time to answer questions regarding their contribution.
- The display panels for each contribution provide a space of 1.2 m high and 0.9 m wide. It has been suggested to adopt one of the following options in order to make an effective use of the space available:
 - 1 A0 sheets (about 85 by 120 cm)

- 2 A1 sheets (about 60 by 85 cm each)
- 4 A2 sheets (about 42 by 60 cm each)
- The ideal poster is designed to attract attention, to provide a brief overview of the work, and to initiate discussion.
- Posters that convey information in a visually attractive manner make good use of figures, charts and tables. Text is used to summarise or highlight important messages and themes of the poster. A minimum font size of 24 pt is suggested. Usage of an enlarged photocopy of the paper should be avoided.
- Poster titles should appear at the top in CAPITAL letters with a minimum 90pt font. If possible a “sans serif” font like Arial or Helvetica should be used for all text. Below the title should appear the authors’ names and affiliations.
- Colour can be used for highlighting and to make the poster more attractive.
- There will be a very limited number of poster locations to have chairs, tables and network connections for the purpose of making live demos. If one wishes to take advantage of this please inform the PC secretary (chep06@tifr.res.in) by email as soon as possible.

Paper Contributions

- The language of publication is English.
- In order to facilitate the process of publishing the paper online, authors should provide one single PDF file and all source files of the paper. All files should be attached to the abstract using the web-link provided.
- Authors who do not possess software for creating PDF files may use the free online PS to PDF converter (<http://www.ps2pdf.com/convert/convert.htm>).
- Document templates are available: they contain the layout, fonts and other conventions for defining the format of your paper. They are provided for Word, OpenOffice and LaTeX on the CHEP06 web site. If a different word processor is used, the author is requested to respect the format of the templates.
- Authors may be requested to modify the format of their paper contribution in order to respect the templates and fonts of the proceedings.
- Authors are requested to respect the following regarding on the length of their paper:
 - Plenary contributions, 6 pages (max)
 - Parallel oral and poster contributions. 4 pages (max)
- The title of the contribution should be identical to the one of the abstract that has already been submitted and accepted.

Submission Templates

Document templates are available on the website of CHEP06: they contain the layout, fonts and other conventions for defining the format of the paper. They are provided for Word, OpenOffice and LaTeX. If a different word processor is used, the author is requested to respect the format of the templates. The Latex option will download a tar file which will create a folder named TemplateCHEP06Latex.

Accommodation

Arrangements have been made with some good hotels within a short distance from the conference venue. Some special rates have been negotiated for the conference delegates and indicated on the web site. Booking of accommodation will be done by the organisers with the participants specifying their hotel choice and other details by filling a form online. A pdf file will be created on filling up the option for hotel and will be sent to the participant. Alternately participants can download the form from the web. The hotel needs credit card number for surety. The participant is required to fill in the credit card detail and should send it to the organisers either through fax at number +91.22.2278.2345 (Standard Resolution only) or as an attachment through email to chep06@tifr.res.in. Please note that online request can be made by already registered participants after login.

Many of the hotels in the first list got filled up and a new list of hotels has been added after new negotiations. Reserving any room in late January is becoming very difficult. Please note that any cancellation after February 5 will be charged by the hotels.

Arrival

All participants from abroad will be provided free transport to the hotel. An arrangement has been made with the hotel and some transport company to provide this facility. To avail this facility, the participants are requested to provide flight number and arrival date and time by updating their personal information **and** sending email to the conference secretariat (chep06@tifr.res.in). The company people are not allowed to enter inside the airport - they will be waiting near the exit of the building with placards carrying the name of the conference and the delegates concerned.