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Meeting Schedule - Final Version of Actual Room and A/V Usages

2008 IEEE International Ultrasonics Symposium (IUS) (November 1-5, 2008)

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Note: A Microsoft Excel version of this file is accessible at: https://ewh.ieee.org/conf/ius_2008/z_doc_misc/0_z_appendix_c_mtg_schedules_2008_lu.xls

Red Color - Pay attention to

Blue Color - Committee meetings and social events

Total A/V Usage: xxxxx/unit A/V: Yes(1) 48 (time units)

(%8 increase) xxxxx/unit A/V: Yes(2) 1 (time units)

xxxxx/unit A/V: Yes(3) 8 (time units)

xxxxx/unit A/V: Yes(4) 9 (time units)

Note on A/V:

We exchange two slide projectors with 1 computer LCD projector

(1) "A/V: Yes(1)" - means 1 computer LCD projector, 1 laser pointer, 1 wireless microphone, 1 mobile sound system (including 2 microphones), 1 overhead projector (including screen), 1 slide projector (including screen).

(2) "A/V: Yes(2)" - The same as "A/V: Yes(1)" except that 2 computer LCD projectors are needed because the room is bigger. The two projectors should be linked to the same video signal. I.e., both projectors display the same contents.

(3) "A/V: Yes(3)" - means 1 computer LCD projector (1 screen included), 1 laser pointer.

(4) "A/V: Yes(4)" - means 1 computer LCD projector (1 screen included), 2 slide projectors.

Saturday, 11/1/2008	Start	End	Room	Function	Set Up	A/V	Comments
Jackie Hines	5:30 PM	9:30 PM	#311A (old 16A) - Room is free because of meal -> #307	Ultrasonics Committee (20 persons)	Long Tables in U-Shape	A/V: Yes(3)	Working buffet dinner (self services)
Gerry Blessing	1:00 PM	5:30 PM	#311B (old 16B) - RMB xxxxx -> #302A	Constitutions and Bylaws (8 persons)	Long Tables in U-Shape	A/V: Yes(3)	No Meal
CICCST	2:00 PM	5:00 PM	#310 (old 15) - RMB xxxxx	Speaker Ready Room - for Short Courses		A/V: Yes(4)	See TABLE I (2)L of our contract for requirements (Appendix A)
CICCST	6:00 PM	9:00 PM	Foyer of 2nd Floor (use only 800 m2) - RMB xxxxx/m2/day - Price may need to be reduced since we only use in the evening	Registration	CICCST Set Up 6 Registration Counters and 4 Long Tables		With 4 or more (10 would be better during busy hours) dedicated computers for attendees to enter personal data
Sunday, 11/2/2008	Start	End	Room	Function	Set Up	A/V	Comments
Dan Stevens	7:30 AM	8:30 AM	#305C (old 10) - Room is free because of meal	AdCom Breakfast (40 persons)	Long Tables in U-Shape		Continental Breakfast (self service)
Dan Stevens	8:30 AM	12:00 Noon	#305C (old 10) - RMB xxxxx	AdCom Meeting (40 persons)	Long Tables in U-Shape	A/V: Yes(3)	Water and Juices
Dan Stevens	1:00 PM	3:00 PM	#305C (old 10) - RMB xxxxx	AdCom Meeting (40 persons)	Long Tables in U-Shape	A/V: Yes(3)	Water and Juices
Dan Stevens	12:00 Noon	1:00 PM	#302 (old 14) - Room is free because of meal	AdCom Lunch (40 persons)	Round Tables		Working buffet lunch with tables (self services)
CICCST	3:30 PM	10:00 PM	Summer Palace - RMB xxxxx per person (price including all except boats)	AdCom/TPC Art/Boating/Dinner/Show (150 persons) - Buses should leave at 3:30 PM			Bus Transportation, Art Corridor, Boats, Dinner, and Shows - Boat price to be found
CICCST and Mark Schafer	1:00 PM (3:00 PM)	5:00 PM (5:00 PM)	Foyer of 2nd Floor (800 m2 + 400 m2 = 1200 m2) - RMB xxxxx/m2/day - Price may need to be reduced since we only use the 400 m2 part in the afternoon (see Registration below)	Poster Setup from 1:00 PM - 5:00 PM; Exhibition Setup from 1:00 PM - 5:00 PM; Open Bar Will Be from 3:00 PM - 5:00 PM (40 persons)	Open Bar from 3:00 PM - 5:00 PM		Small amount of free wines, beers, and soft drink only for open bar.
CICCST	7:00 AM	7:00 PM	Foyer of 2nd Floor (use only 800 m2) - No charge because this is the same area as the exhibition setup above	Registration	CICCST Set Up 6 Registration Counters and 4 Long Tables		With 4 or more (10 would be better during busy hours) dedicated computers for attendees to enter personal data

CICCST	1:00 PM	5:00 PM	Foyers of 3rd Floor (700 m2) - RMB xxxxx/m2/day	Poster Board Setup			Need to be in the afternoon since another party will use it in the morning.
CICCST	2:00 PM	24 Hour Locked	#302 (old 14) - RMB xxxxx - Items are locked inside after afternoon use	Exhibitor Valuable Item Storage Lock Room			For exhibitors to put their valuables after exhibition hours
CICCST	7:30 AM	12:00 Noon	#310 (old 15) - RMB xxxxx	Speaker Ready Room		A/V: Yes(4)	See TABLE I (2)L of our contract for requirements (Appendix A)
CICCST	1:00 PM	5:00 PM	#310 (old 15) - RMB xxxxx	Speaker Ready Room		A/V: Yes(4)	See TABLE I (2)L of our contract for requirements (Appendix A)
Roman Maev	8:00 AM	12:00 PM	#311A and #311B (old 16A and 16B) - RMB xxxxx	Short Course 1A	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	8:00 AM	12:00 PM	#307 (old 3) - RMB xxxxx	Short Course 2A	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	8:00 AM	12:00 PM	#308 (old 4) - RMB xxxxx	Short Course 3A	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	8:00 AM	12:00 PM	#311C (old 16C) - RMB xxxxx	Short Course 4A	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	10:00 AM	10:20 AM	Foyer of 3rd Floor - No charge because this is the same area as the poster setup above	Short Course Break	Stations		
Roman Maev	1:00 PM	5:00 PM	#311A and #311B (old 16A and 16B) - RMB xxxxx	Short Course 1B	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	1:00 PM	5:00 PM	#307 (old 3) - RMB xxxxx	Short Course 2B	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	1:00 PM	5:00 PM	#308 (old 4) - RMB xxxxx	Short Course 3B	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	1:00 PM	5:00 PM	#311C (old 16C) - RMB xxxxx	Short Course 4B	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	3:00 PM	3:20 PM	Foyer of 3rd Floor - No charge because this is the same area as the poster setup above	Short Course Break	Stations		
Roman Maev	6:00 PM	10:00 PM	#311A and #311B (old 16A and 16B) - RMB xxxxx	Short Course 1C	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	6:00 PM	10:00 PM	#307 (old 3) - RMB xxxxx	Short Course 2C	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	6:00 PM	10:00 PM	#308 (old 4) - RMB xxxxx	Short Course 3C	Classroom with long tables and chairs	A/V: Yes(1)	
Roman Maev	6:00 PM	10:00 PM	#311C (old 16C) - RMB xxxxx	Short Course 4C	Classroom with long tables and chairs	A/V: Yes(1)	

Roman Maev	8:00 PM	8:20 PM	Foyer of 3rd Floor - No charge because this is the same area as the poster setup above	Short Course Break	Stations		
Monday, 11/3/2008	Start	End	Room	Function	Set Up	A/V	Comments
Li Lin (may need to change to someone else)	6:30:00 AM -> 7:20 AM	8:00:00 AM -> 9:00 AM	#311A+#311B (old 16A+16B) - Room is free because of meal	Guest Breakfast (70 persons)	Round Tables		Continental Breakfast (Self Service) - The starting time has to be early because the Plenary Session starts at 8:00 a.m.
Helmut Ermert	12:00 PM	2:00 PM	#311A (old 16A) - Room is free because of meal	Awards Luncheon (20 persons)	Round Tables		Working buffet lunch with tables (self services)
Susan McKinstry	5:30 PM	6:30 PM	#311A+#311B (old 16A+16B) - Room is free because it is used for bars for 1 hour	Presidential Reception for TPC and Organizing Committee (100 persons)	Open bars and 1 microphone		Soft drinks and wine services only (open bar) - Buffet dinner for all attendees will start at 6:30 PM in Convention Hall No. 1 and thus no need for food. -> RMB xxxxx/each.
CICCST	12:00 PM	2:00 PM	Hall #1 (old #1) - Room is free because of meal	Sit-down Working Buffet Lunch (including free bucket ice water and soft drinks on tables) (about 1000 persons)	Working buffet lunch with about 110 round tables and buffet stations	Background light music that is not too loud	Cash bar for wines and beers should be available
CICCST	6:30 PM	10:00 PM	Hall #1 (old #1) - Room is free because of meal	Buffet Dinner Party (including free bucket ice water on the table) with decorations on tables, inner room, and room entrances (about 1000 persons)	Formal buffet dinner with about 50 smaller but taller tables (4 seats) and music	Background light music that is not too loud (participants could dance on the lighted stage) and 2 microphones	Cash bar for wines and beers should be available (two free drinks for each participant with tickets)
Mark Schafer	8:00 AM	5:00 PM	Foyer of 2nd Floor (1200 m2) - RMB xxxxx/m2/day	Exhibits			
CICCST	7:00 AM	6:00 PM	Foyer of 2nd Floor - No charge because this is the same area as the exhibits above	Registration	CICCST Set Up 6 Registration Counters and 4 Long Tables		With 4 or more (10 would be better during busy hours) dedicated computers for attendees to enter personal data
CICCST	24 Hours	24 Hours	Foyers of both 2nd and 3rd Floors	Wireless Internet			Put transmitters in both 2nd and 3rd floor foyer areas
CICCST	8:00 AM	12:00 Noon	#303 (old 13) - RMB xxxxx	Wireless Internet and Ethernet			See TABLE II B3 of contract for equipment details (Appendix A)
CICCST	1:00 PM	5:00 PM	#303 (old 13) - RMB xxxxx	Wireless Internet and Ethernet			See TABLE II B3 of contract for equipment details (Appendix A)
CICCST	8:00 AM - 12:00 Noon and 1:00 PM - 5:00 PM	24 Hour Locked	#302 (old 14) - RMB xxxxx x 2 = xxxxx - Items are locked inside after morning and afternoon use	Exhibitor Valuable Item Storage Lock Room			For exhibitors to put their valuables after exhibition hours
CICCST	7:30 AM	5:00 PM	#310 (old 15) - RMB xxxxx x 2 = xxxxx	Speaker Ready Room		A/V: Yes(4) - double charges	See TABLE I (2)L of our contract for requirements (Appendix A)
Lu and CICCST	8:00 AM	10:00 AM	Hall #1 (old #1) - RMB xxxxx	Plenary Session	Theater	A/V: Yes(2)	See Contract for Details of A/V and Photography Needs
CICCST	10:00 AM	10:30 AM	Foyer of both 2nd and 3rd Floors - No charge because this is the same area as the poster and exhibits	Refreshment (Coffee, Juices, Fruit, and Cakes)	Stations		Stations arranged to reduce crowding in both 2nd and 3rd floor foyers

Keith Wear	10:30 AM	12:00 Noon	Hall #3 (old 2) - RMB xxxxx	Parallel Oral Session 1A	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 Noon	#201A+#201B+#201C (old 6+7+8) - RMB xxxxx	Parallel Oral Session 2A	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 Noon	Hall #5A (old Exh Hall #5) - RMB xxxxx	Parallel Oral Session 3A	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 Noon	Hall #5B (old Exh Hall #5) - RMB xxxxx	Parallel Oral Session 4A	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 Noon	Hall #5C (old Exh Hall #5) - RMB xxxxx	Parallel Oral Session 5A	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 Noon	#307 (old 3) - RMB xxxxx	Parallel Oral Session 6A	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #3 (old 2) - RMB xxxxx	Parallel Oral Session 1B	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	#201A+#201B+#201C (old 6+7+8) - RMB xxxxx	Parallel Oral Session 2B	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #5A (old Exh Hall #5) - RMB xxxxx	Parallel Oral Session 3B	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #5B (old Exh Hall #5) - RMB xxxxx	Parallel Oral Session 4B	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #5C (old Exh Hall #5) - RMB xxxxx	Parallel Oral Session 5B	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	#307 (old 3) - RMB xxxxx	Parallel Oral Session 6B	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
CIC CST	3:00 PM	4:30 PM	Foyers of both 2nd and 3rd Floors - No charge for the 2nd floor because this is the same area as the exhibits; RMB xxxxx/m2/day for 3rd floor posters (700 m2)	Refreshment (Coffee, Juices, Fruit, and Cakes) & First-Day Poster Session (Posters are up from 8:00 AM - 6:30 PM)	Stations		Stations arranged to reduce crowding in both 2nd and 3rd floor foyers
Keith Wear	4:30 PM	6:00 PM	Hall #3 (old 2) - No charge because it is part of the afternoon room use	Parallel Oral Session 1C	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	#201A+#201B+#201C (old 6+7+8) - No charge because it is part of the afternoon room use	Parallel Oral Session 2C	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	Hall #5A (old Exh Hall #5) - No charge because it is part of the afternoon room use	Parallel Oral Session 3C	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	Hall #5B (old Exh Hall #5) - No charge because it is part of the afternoon room use	Parallel Oral Session 4C	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	Hall #5C (old Exh Hall #5) - No charge because it is part of the afternoon room use	Parallel Oral Session 5C	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	#307 (old 3) - No charge because it is part of the afternoon room use	Parallel Oral Session 6C	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Tuesday 11/4/2008	Start	End	Room	Function	Set Up	A/V	Comments

Li Lin	7:30 AM	9:00 AM	#307 (old 3) - Room is free because of meal	Guest Breakfast (70 persons)	Round Tables		Continental Breakfast (self service)
Susan McKinstry	7:30 AM	9:00 AM	#311B+#311C (old 16B+16C) - Room is free because of meal	Student Networking Breakfast (120 persons)	Round Tables	1 Microphone	Continental Breakfast (self service)
Marj Yuhas	12:00 PM	2:00 PM	#311A (old 16A) - Room is free because of meal	Associate Editors Luncheon (35 persons)	Round Tables	A/V: Yes(3)	Working buffet lunch with tables (self services)
Tom Shrout	12:00 PM	2:00 PM	#311B (old 16B) - Room is free because of meal	Ferroelectrics Committee Meeting (15 persons)	Round Tables	A/V: Yes(3)	Working buffet lunch with tables (self services)
Kirk Wallace	12:00 PM	2:00 PM	#311C (old 16C) - Room is free because of meal	Ultrasonics Web Committee (15 persons)	Round Tables	A/V: Yes(3)	Working buffet lunch with tables (self services)
CICCST	6:30 PM	10:00 PM	Hall #1 (old #1) - Room is free because of meal	Formal Banquet Dinner and Shows (including free bucket ice water, soft drinks, and beers on tables) with decorations on tables, inner room, and room entrances (about 1000 persons)	Round Tables		See TABLE II C2 (Appendix A) and amendments of our contract, plus our phone discussions for details, such as decorations of Hall #1
Mark Schafer	8:00 AM	5:00 PM	Foyer of 2nd Floor (1200 m2) - RMB xxxxx/m2/day	Exhibits			
CICCST	7:00 AM	5:30 PM	Foyer of 2nd Floor - No charge because this is the same area as the exhibits above	Registration	CICCST Set Up 6 Registration Counters and 4 Long Tables		With 4 or more (10 would be better during busy hours) dedicated computers for attendees to enter personal data
CICCST	24 Hours	24 Hours	Foyers of both 2nd and 3rd Floors	Wireless Internet			Put transmitters in both 2nd and 3rd floor foyer areas
CICCST	8:00 AM	12:00 Noon	#303 (old 13) - RMB xxxxx	Wireless Internet and Ethernet			See TABLE II B3 of contract for equipment details (Appendix A)
CICCST	1:00 PM	5:00 PM	#303 (old 13) - RMB xxxxx	Wireless Internet and Ethernet			See TABLE II B3 of contract for equipment details (Appendix A)
CICCST	8:00 AM - 12:00 Noon and 1:00 PM - 5:00 PM	24 Hour Locked	#302 (old 14) - RMB xxxxx x 2 = xxxxx - Items are locked inside after morning and afternoon use	Exhibitor Valuable Item Storage Lock Room			For exhibitors to put their valuables after exhibition hours
CICCST	7:30 AM	5:00 PM	#310 (old 15) - RMB xxxxx x 2 = xxxxx	Speaker Ready Room		A/V: Yes(4) - double charges	See TABLE I (2)L of our contract for requirements (Appendix A)
Keith Wear	8:30 AM	10:00 AM	Hall #3 (old 2) - RMB xxxxx	Parallel Oral Session 1D	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	#201A+#201B+#201C (old 6+7+8) - RMB xxxxx	Parallel Oral Session 2D	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	#305A+#305B+#305C (old 10+11+12) - RMB xxxxx	Parallel Oral Session 3D	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	Hall #2A (old 17A) - RMB xxxxx	Parallel Oral Session 4D	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	Hall #2B+#2D (old 17B) - RMB xxxxx	Parallel Oral Session 5D	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	Hall #2C+#2E (old 17C) - RMB xxxxx	Parallel Oral Session 6D	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
CICCST	10:00 AM	10:30 AM	Foyer of both 2nd and 3rd Floors - No charge because this is the same area as the poster and exhibits	Refreshment (Coffee, Juices, Fruit, and Cakes)	Stations		Stations arranged to reduce crowding in both 2nd and 3rd floor foyers
Keith Wear	10:30 AM	12:00 PM	Hall #3 (old 2) - No charge because it is part of the morning room use	Parallel Oral Session 1E	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room

Keith Wear	10:30 AM	12:00 PM	#201A+#201B+#201C (old 6+7+8) - No charge because it is part of the morning room use	Parallel Oral Session 2E	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 PM	#305A+#305B+#305C (old 10+11+12) - No charge because it is part of the morning room use	Parallel Oral Session 3E	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 PM	Hall #2A (old 17A) - No charge because it is part of the morning room use	Parallel Oral Session 4E	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 PM	Hall #2B+#2D (old 17B) - No charge because it is part of the morning room use	Parallel Oral Session 5E	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 PM	Hall #2C+#2E (old 17C) - No charge because it is part of the morning room use	Parallel Oral Session 6E	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #3 (old 2) - RMB xxxxx	Parallel Oral Session 1F	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	#201A+#201B+#201C (old 6+7+8) - RMB xxxxx	Parallel Oral Session 2F	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	#305A+#305B+#305C (old 10+11+12) - RMB xxxxx	Parallel Oral Session 3F	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #2A (old 17A) - RMB xxxxx	Parallel Oral Session 4F	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #2B+#2D (old 17B) - RMB xxxxx	Parallel Oral Session 5F	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #2C+#2E (old 17C) - RMB xxxxx	Parallel Oral Session 6F	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
CICCST	3:00 PM	4:30 PM	Foyers of both 2nd and 3rd Floors - No charge for the 2nd floor because this is the same area as the exhibits; RMB xxxxx/m2/day for 3rd floor posters (700 m2)	Refreshment (Coffee, Juices, Fruit, and Cakes) & Second-Day Poster Session (Posters are up from 8:00 AM - 6:30 PM)	Stations		Stations arranged to reduce crowding in both 2nd and 3rd floor foyers
Keith Wear	4:30 PM	6:00 PM	Hall #3 (old 2) - No charge because it is part of the afternoon room use	Parallel Oral Session 1G	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	#201A+#201B+#201C (old 6+7+8) - No charge because it is part of the afternoon room use	Parallel Oral Session 2G	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	#305A+#305B+#305C (old 10+11+12) - No charge because it is part of the afternoon room use	Parallel Oral Session 3G	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	Hall #2A (old 17A) - No charge because it is part of the afternoon room use	Parallel Oral Session 4G	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	Hall #2B+#2D (old 17B) - No charge because it is part of the afternoon room use	Parallel Oral Session 5G	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room

Keith Wear	4:30 PM	6:00 PM	Hall #2C+#2E (old 17C) - No charge because it is part of the afternoon room use	Parallel Oral Session 6G	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Wednesday, 11/5/2008	Start	End	Room	Function	Set Up	A/V	Comments
Li Lin	7:30 AM	9:00 AM	#311A+#311B (old 16A+16B) - Room is free because of meal	Guest Breakfast (70 persons)	Round Tables		Continental Breakfast (Self Service)
Mark Schafer	7:00:00 AM -> 7:10 AM	8:00 AM	#311C (old 16C) - Room is free because of meal	Exhibitors Breakfast (40 persons)	Round Tables		Continental Breakfast (Self Service) - The starting time has to be early because the exhibits start at 8:00 a.m.
Lu and Pappalado	12:00 Noon	2:00 PM	#311A (old 16A) - Room is free because of meal	Pass the Baton Lunch (20 persons)	Long Tables in U-Shape		Working buffet lunch with tables (self services)
TBD (Jan, Susan)	12:00 Noon	2:00 PM	#311B (old 16B) - Room is free because of meal	Women in Engineering (40 persons)	Round Tables		Working buffet lunch with tables (self services)
Don Yuhas	6:00 PM	7:00 PM	Foyer of 3rd Floor and Rooms #311A+#311B (old 16A+16B) - Room is free because of meal	1st TPC of 2009 Reception: General Session (80)	Round Tables	A/V: Yes(3)	Working buffet dinner with tables (self services) in 3rd-Floor Foyer of BICC but with Eating Tables in Room #16A+#16B
Don Yuhas	7:00 PM	8:30 PM	#311A+#311B (old 16A+16B) - Room is free because this is part of evening room usage	1st TPC of 2009: Groups 1, 2, and 3	Round Tables		
Don Yuhas	7:00 PM	8:30 PM	#311C (old 16C) - RMB xxxxx	1st TPC of 2009: Groups 4 and 5	Theater		
Mark Schafer	8:00 AM	12:00 Noon	Foyer of 2nd Floor (1200 m2) - RMB xxxxx/m2/day	Exhibits			
CICCST	7:00 AM	1:00 PM	Foyer of 2nd Floor - No charge because this is the same area as the exhibits above	Registration	CICCST Set Up 6 Registration Counters and 4 Long Tables		# of computers for attendees can be reduced accordingly, such as two
CICCST	24 Hours	7:00 PM	Foyers of both 2nd and 3rd Floors	Wireless Internet			Put transmitters in both 2nd and 3rd floor foyer areas
CICCST	8:00 AM	12:00 Noon	#303 (old 13) - RMB xxxxx	Wireless Internet and Ethernet			See TABLE II B3 of contract for equipment details (Appendix A)
CICCST	1:00 PM	5:00 PM	#303 (old 13) - RMB xxxxx	Wireless Internet and Ethernet			See TABLE II B3 of contract for equipment details (Appendix A)
CICCST	8:00 AM	12:00 Noon	#302 (old 14) - RMB xxxxx - Items are locked inside in the morning	Exhibitor Valuable Item Storage Lock Room			For exhibitors to put their valuables after exhibition hours
CICCST	7:30 AM	5:00 PM	#310 (old 15) - RMB xxxxx x 2 = xxxxx	Speaker Ready Room		A/V: Yes(4) - double charges	See TABLE I (2)L of our contract for requirements (Appendix A)
Keith Wear	8:30 AM	10:00 AM	Hall #3 (old 2) - RMB xxxxx	Parallel Oral Session 1H	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	#201A+#201B+#201C (old 6+7+8) - RMB xxxxx	Parallel Oral Session 2H	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	#305A+#305B+#305C (old 10+11+12) - RMB xxxxx	Parallel Oral Session 3H	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	Hall #2A (old 17A) - RMB xxxxx	Parallel Oral Session 4H	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	Hall #2B+#2D (old 17B) - RMB xxxxx	Parallel Oral Session 5H	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	8:30 AM	10:00 AM	Hall #2C+#2E (old 17C) - RMB xxxxx	Parallel Oral Session 6H	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room

CICCST	10:00 AM	10:30 AM	Foyer of both 2nd and 3rd Floors - No charge because this is the same area as the poster and exhibits	Refreshment (Coffee, Juices, Fruit, and Cakes)	Stations		Stations arranged to reduce crowding in both 2nd and 3rd floor foyers
Keith Wear	10:30 AM	12:00 PM	Hall #3 (old 2) - No charge because it is part of the morning room use	Parallel Oral Session 1I	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 PM	#201A+#201B+#201C (old 6+7+8) - No charge because it is part of the morning room use	Parallel Oral Session 2I	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 PM	#305A+#305B+#305C (old 10+11+12) - No charge because it is part of the morning room use	Parallel Oral Session 3I	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 PM	Hall #2A (old 17A) - No charge because it is part of the morning room use	Parallel Oral Session 4I	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 PM	Hall #2B+#2D (old 17B) - No charge because it is part of the morning room use	Parallel Oral Session 5I	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	10:30 AM	12:00 PM	Hall #2C+#2E (old 17C) - No charge because it is part of the morning room use	Parallel Oral Session 6I	Theater	A/V: Yes(1) - No charge because it is part of morning use	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #3 (old 2) - RMB xxxxx	Parallel Oral Session 1J	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	#201A+#201B+#201C (old 6+7+8) - RMB xxxxx	Parallel Oral Session 2J	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	#305A+#305B+#305C (old 10+11+12) - RMB xxxxx	Parallel Oral Session 3J	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #2A (old 17A) - RMB xxxxx	Parallel Oral Session 4J	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #2B+#2D (old 17B) - RMB xxxxx	Parallel Oral Session 5J	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
Keith Wear	1:30 PM	3:00 PM	Hall #2C+#2E (old 17C) - RMB xxxxx	Parallel Oral Session 6J	Theater	A/V: Yes(1)	Free ice water buckets and cups/table on the back of room
CICCST	3:00 PM	4:30 PM	Foyers of both 2nd and 3rd Floors - No charge for the 2nd floor because this is the same area as the exhibits; RMB xxxxx/m2/day for 3rd floor posters (700 m2)	Refreshment (Coffee, Juices, Fruit, and Cakes) & Third-Day Poster Session (Posters are up from 8:00 AM - 6:30 PM)	Stations		Stations arranged to reduce crowding in both 2nd and 3rd floor foyers
Keith Wear	4:30 PM	6:00 PM	Hall #3 (old 2) - No charge because it is part of the afternoon room use	Parallel Oral Session 1K	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	#201A+#201B+#201C (old 6+7+8) - No charge because it is part of the afternoon room use	Parallel Oral Session 2K	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	#305A+#305B+#305C (old 10+11+12) - No charge because it is part of the afternoon room use	Parallel Oral Session 3K	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room

Keith Wear	4:30 PM	6:00 PM	Hall #2A (old 17A) - No charge because it is part of the afternoon room use	Parallel Oral Session 4K	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	Hall #2B+#2D (old 17B) - No charge because it is part of the afternoon room use	Parallel Oral Session 5K	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room
Keith Wear	4:30 PM	6:00 PM	Hall #2C+#2E (old 17C) - No charge because it is part of the afternoon room use	Parallel Oral Session 6K	Theater	A/V: Yes(1) - No charge because it is part of afternoon use	Free ice water buckets and cups/table on the back of room