

29th November, 2005

Dear All Participants,

Thank you very much for your support and contribution to the Third International Symposium on Southeast Asian Water Environment. This memo intends to draw your kind attention to the following important information.

- (a). First day of the symposium (6th December, 2005)
- (b). Lunch and dinner provided during the symposium
- (c). Bus transportation service between the hotel and AITCC
- (d). Notes for the oral presenters
- (e). Notes for the poster presenters

(a). First day of the symposium

The symposium registration will start from 15:00 at AITCC on 6th December and the opening session will be followed from 16:00. When you arrive at the venue, please come straight to the registration desk and register yourself first. For the poster presenter, you may want to come promptly as you will need to put up your poster before the opening session. Poster session will be followed by the opening session.

(b). Lunch and dinner provided during the symposium

During the symposium period, your registration fee covers the welcome reception on 6th, the lunch and gala dinner on 7th and the farewell lunch on 8th. Coffees are provided during the break time of morning and afternoon sessions.

(c). Bus transportation service

Following is the schedule of the bus transportation service between Asia Airport Hotel (symposium recommended hotel) and AITCC (symposium venue). We have already received a number of bookings for the seat from you. If you have not yet booked and would like to do so, please send an e-mail to our local secretariat (Ms. Thanchanok Kangwanakaraiphaisan: t_kang@ait.ac.th) as soon as possible.

6th December:	Departure from Asia Airport hotel to AITCC at <u>15:00</u> Departure from AITCC to the hotel at 20:00
7th December:	Departure from Asia Airport hotel to AITCC at <u>8:00</u> Departure from AITCC to the hotel at 20:00
8th December:	Departure from Asia Airport hotel to AITCC at <u>7:30</u> Departure from AITCC to the hotel at 14:00



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For the participant who will use the service, please come down to the hotel lobby **15 minutes before the departing time** and could you kindly let yourself be known to the member of our secretariat, Ms. Mathurasa or Ms. Thanchanok who are checking the list at the lobby. Please ensure that the time shown above is the time when the bus is **leaving** at the hotel. It is your own responsibility to be there on time.

(d). Notes for the oral presenters

If you are the oral presenter, please kindly check your allocated session in the updated program*¹, which can be downloaded from our website (http://env.t.u-tokyo.ac.jp/project/asian_water2005/).

After you have prepared your slides in the form of power point files, please **bring your file with you** on 6th December when you register the symposium at the registration desk. We have Windows PCs with English OS prepared for the presentation (please be aware that the version of Power Point is not necessarily the latest). If you cannot manage to bring your file at the registration desk, we will strongly advise you to bring to us well in advance in order to check if your slides will be shown correctly on our system.

(*¹ If you are the oral presenter of 'Research and Revolution 2002 session', please consult your own secretariat about the details.)

(e). Notes for the poster presenters

If you are the poster presenter, the poster session will begin just after the opening ceremony and keynote speech on 6th December. You may, therefore, want to come to the registration desk promptly so that you will have enough time to put up your poster. Some pins and tapes will be available at the registration desk but, just to be safe, you may want to bring your own tools to put up the poster. We are planning to select 'the Best Posters' according to our participants' votes during the symposium. This means that your poster will be shown at the second floor foyer through out the symposium period until the morning of the last day of the symposium (8th, December).

Please kindly visit our website (http://env.t.u-tokyo.ac.jp/project/asian_water2005/) for any additional updated information before your departure.

Thank you very much for your attention and we are very looking forward to seeing you at AITCC, Bangkok.

Best regards,

Hiroyuki Katayama

Symposium Secretariat Office

Third International Symposium on Southeast Asian Water Environment