



2nd International Conference on Tropical Biology

Ecological Restoration in Southeast Asia: Challenges, Gains, and Future Directions
SEAMEO BIOTROP, Bogor-Indonesia, 12-13 October 2015

Information Kit

(1) Conference details

- Venue:
SEAMEO BIOTROP, Jl. Raya Tajur, KM 6, Bogor 16134, West Java, INDONESIA, Tel. +62-251-8323848
- Rooms: Conference Hall, MIT-A Room, Jati Room
- Emergency/Medical Evacuation Room: Dormitory House B, Room B2.



Notes:

- A – Main Building (Jati Room is here),
- B – Conference Hall/*Gedung Bundar*,
- C – Bogor Science Park,
- D – Master's Program of MIT for NRM (MIT-A Room is here),
- E – EDC Room,
- F & G – Service Laboratories,
- H – Dormitory Houses

- Contact persons:
 - Dr. Ellyn K. Damayanti (+62-812-1953-6113), ellynk.damayanti@gmail.com
 - Dr. Dewi Wulandari (+62-857-2757-6998), dewi_rhapsody@yahoo.com
 - Secretariat (+62-251-8323848), secretariat@biotrop.org
- Conference language: English
- Visa, transportation, how to get to the venue: Please check **ArrivalPack** file (Annex 1).

(2) In case of EMERGENCY during the Conference, please contact:

- Dr. Ellyn K. Damayanti (+62-812-1953-6113), ellynk.damayanti@gmail.com
- Dr. Dewi Wulandari (+62-857-2757-6998), dewi_rhapsody@yahoo.com
- Secretariat (+62-251-8323848), secretariat@biotrop.org
- Security Guards or any one with SEAMEO BIOTROP uniform/name tag nearest to you.

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(3) Conference Program

Time	Day 1			Day 2
08.00	On-site Registration Confirmation			
08.30				Plenary 2: Panel Discussion
09.00	Opening			
09.30				
10.00	Coffee/Tea Break; Poster & Exhibition Viewing; Press Conference			Coffee/Tea Break; Poster & Exhibition Viewing; Networking
10.30	Plenary 1: Keynote 1 Keynote 2			
11.00				
11.30				
12.00	Lunch; Poster & Exhibition Viewing			Closing Program
12.30				Lunch
13.30	Parallel Session 1			
	Sub-theme 1 [Conference Hall]	Sub-theme 2, 3 & 4 [MIT-A]	Side Event [Jati Room]	
15.15	Coffee/Tea Break; Poster & Exhibition Viewing			
15.45	Parallel Session 2			
	Sub-theme 1 [Conference Hall]	Sub-theme 2, 3 & 4 [MIT-A Room]	Side Event [Jati Room]	
17.30	Networking (poster presentation)			
19.00	Welcome dinner			

(4) Reminder for oral presenters

- Presentation slides must be prepared using Microsoft Powerpoint (version 2010 or 2013) with standard slide size (4:3 display).
- Presentation must be done in 10 minutes and 3 minutes discussion.
- PowerPoint file should not exceed 15 slides, containing title page, introduction, method, results, discussion, conclusion, and suggestion/implication to Southeast Asian Region.
- Presenters must upload their presentation files by login to their account at 2nd ICTB website on **September 30, 2015** at 23:59 GMT+7 at the latest, or send by email to Secretariat (secretariat@biotrop.org) with cc to me (ellynk.damayanti@gmail.com). **Please make sure that your slides are in the final version before you send.**
- Maximum size for presentation file to be uploaded is 15 MB. Therefore, please prepare your presentation using monochrome graphics or reduce all the graphic quality to 150 ppi (for screen).
- When the file could not be reduced to 15 MB, please upload to Dropbox or Google drive and send the link to the Organizing Committee (secretariat@biotrop.org cc to ellynk.damayanti@gmail.com).

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- Presenters are advised to bring their presentation files in a USB stick memory/flash drive for backup. However, changes in the content of the file **are not allowed**.
- At the day of the Conference, presenters are advised to contact the Organizing Committee for validation purposes of their presentation files (See (6) On-site registration guidelines below).
- Presenters are also advised to be in their designated session room at least 10 minutes before their session starts and notify the session moderator of their presence.

(5) Reminder for poster presenters:

- Prepare your poster using the guidelines (Poster Preparation) below.
- Prepare 1 slide using Microsoft Powerpoint (version 2010 or 2013) that summarized your poster. This ppt slide will be presented by the poster presenter in the main Conference hall for introduction of the poster. The presentation is 1 minute per poster presenter.
- Upload the copy of your poster (in PDF or high resolution JPEG) and the 1-ppt slide into your account in 2nd ICTB website, or send it to Secretariat (secretariat@biotrop.org) with cc to me (ellynk.damayanti@gmail.com), **by September 30, 2015**.
- When the file exceeds 15 MB, please upload to Dropbox or Google drive and send the link to the Organizing Committee (secretariat@biotrop.org cc to ellynk.damayanti@gmail.com).

Poster Preparation

- Each poster must be prepared as **standing x-banner with 60 x 160 cm size**, portrait style.
- Poster must contain information on the following: poster title, names of authors, institution and e-mail address of each author, introduction, method, result & discussion, conclusion, reference, acknowledgment (if necessary).
- Poster must also show the Registration number of the poster, the Conference name and Theme, Conference Organizer (SEAMEO BIOTROP), and place and date of conference (SEAMEO BIOTROP, Bogor-Indonesia, 12-13 October 2015).
- The poster presenter must bring the poster on the day of the Seminar.
- Posters which are not x-standing banners as the prescribed-size will not be allowed to be displayed.
- The Organizing Committee will only provide space for standing the x-banner, therefore the poster presenters must bring their own standing banner frames/legs.
 - All posters must be placed in their designated plot. Registration Number of each poster will be posted on the plot.
 - Posters must be placed on the designated area on 12 October 2015 before the opening ceremony.
- The Organizing Committee will not provide any standing x-banner's frame/leg, therefore authors must bring the frame/legs themselves. X-banner's frame/leg is usually available in one package with the banner when the banner is printed. Please do not forget to ask the frame/legs to the printing company.
- Poster would be displayed throughout the Conference dates.

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- Posters should be removed by the presenters after the Conference is finished or will be disposed-off by the Organizing Committee.



(6) On-site registration guidelines

- (1) On-site **Registration Area** will be available at the entrance of SEAMEO BIOTROP Conference Hall (*Gedung Bundar*).
- (2) Please bring your Official Receipt to the **Registration Desk**.
If you still have lack of payment or excess payment need to be settled, such as for registration fee, proceedings fee, and dormitory fee, please go directly to the **Cashier's Desk** to settle your payment (*check No. 3 below*). If you settled your payment prior to the Conference day, *check No. 5 below*.
Please note that on the Conference day, payment settlement (cash will be paid or will be received by participants) will be made in Indonesian Rupiah (IDR), with flat rate currency exchange 1 USD = IDR 14,000. Please kindly prepare exact amount of money.
- (3) Upon the completion of the payment, you have to exchange the Official Receipt you have with the Final Official Receipt from the Cashier.
- (4) Bring the Final Official Receipt to Registration Desk, show it to the staff, sign the attendance list, and collect your Conference Kit.

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- (5) Exchange the Official Receipt you have with the Final Official Receipt from registration staff, sign the attendance list, and collect your Conference Kit.
- (6) For oral presenters, go to the **Presenter's Preparation Desk** and check your presentation file. **Please kindly prepare your file in a USB stick memory/flash disk**
- (7) For poster presenters, go inside the Conference Hall and set your poster at designated place.

(8) Proceedings

For those who already committed their full paper to be published in the proceedings, already paid the proceedings fee, or want to reserve a proceedings book, please visit the **Proceedings' Desk**. **Kindly remember that proceedings shipment/expedition fee was not included in the proceedings fee**, therefore, you need to pay the Proceedings shipment/expedition fee at the Proceedings' Desk. Proceeding fee is IDR 200,000. Shipment/expedition price list is available for domestic (using JNE) and international (using Express Mail Service/EMS), as attached in separate file (Annex-2, Annex-3). The proceedings is expected to be shipped on December 15, 2015.

Please send us your home/office address for proceedings shipment/expedition by **September 30, 2015**.

(7) Participants who are staying at Biotrop Dormitory

- Biotrop Dormitory is in the SEAMEO BIOTROP campus, within one area with the venue (Biotrop Conference Hall/*Gedung Bundar*)
Address: SEAMEO BIOTROP, Jl. Raya Tajur KM 6, Bogor 16134.
- Upon your arrival at main entrance of SEAMEO BIOTROP, you will find a Security Guard Hut.
- Inform the Security Guard that you are staying at Biotrop Dormitory, the Guard will check your name in the name list and find the room assignment.
- Follow the Security Guard to the Dormitory House, find your name and room number at the House's entrance door. A room boy will be available in each house to help you finding your room.
- Breakfast is served at 7 am in each house.
- Dinner will be served **only to those who already reserved a dinner**.
- Although Biotrop Security Guards are patrolling 24 hours a day, **please always keep your valuables with you and lock your room at any time**. You have full responsibility to secure all of your belongings.
- Biotrop Dormitory House F is under construction and made wireless internet connection (wifi) at the rest houses (G-H-I-J-K-L-M-N) not working. As we already informed, that we assigned houses and rooms based on first book first served, therefore, for those who are staying at House G (mixed group) & H (Thai Group), please kindly use the wireless internet connection (wifi) at the One-Stop-Shop (OSS) or at the Conference Hall. The wifi will be available at these place on Conference days from 08.00 to 21.00.
- Should you need any assistance, please contact (in the following order): the room boy, Security Guards, 2nd ICTB Committee (Ms. Tenni, tenni@biotrop.org; tenniw@gmail.com; +62-813-1020-6339)
- 2nd ICTB Organizing Committee House is Dormitory House B.

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