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## Conference Guideline and Preparation - ICIMTech 2018

1 pesan

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ICIMTech Admin <icimtech@binus.ac.id>

31 Agustus 2018 pukul 15.40

Dear Authors and Presenters,

Thank you very much for your participant as presenter of ICIMTech 2018.

2018 International Conference on Information Management and Technology (ICIMTech) will be held soon at Binus @Alam Sutera Campus. Hereby we sent you some information for you to prepare:

1. Binus @Alam Sutera Address:

Jl. Jalur Sutera Barat Kav. 21, Alam Sutera, Tangerang

Google Maps: <https://goo.gl/maps/xZ7Y4Trs91U2>

2. Please make sure you have created your PDF express and eCopyright before the presentation day, otherwise you are not allowed to present
3. You have to copy your presentation slide on registration desk before **11.00 AM on September, 4<sup>th</sup> 2018**. You must save your slide in USB or Flashdisk NOT send us by email. Rename your file with your Paper ID Number. **You're not allowed to copy your presentation file at the Parallel Room.**
4. You can do the registration from September 3<sup>rd</sup> 2018 at 2.00 PM – 5.00 PM (Binus Alam Sutera Lobby) or September, 4<sup>th</sup> 2018 from 08.00 AM – 09.00 AM (In front of Auditorium, 5<sup>th</sup> floor).
5. We have posted the general schedule and you can see it on this link: <http://sis.binus.ac.id/icimtech/post/conference-program/>
6. The detail schedule will be distributed on the conference day.
7. We are not providing any electricity connection for keynotes (Auditorium) and parallel presentation room.
8. The presentation is allowed maximum 10 minutes and 5 minutes for Q&A (Questions and Answers), total 15 minutes.
9. Non-presented Paper Policy:

Committee reserves the right to exclude a paper from distribution after the conference if the paper is not presented at the conference.

10. You must choose your Afternoon Coffee Break and Gala Dinner menu from this link before **4<sup>th</sup> September 2018, 12.00 PM**

<http://icimtech.binus.ac.id/icimtechmenu> or scan this QR Code



11. Gala Dinner will start at 06.30 PM at Eat Boss Restaurant Alam Sutera



If you have any questions, don't hesitate to contact us.

See you on ICIMTech 2018

Regards,

ICIMTech Committee