

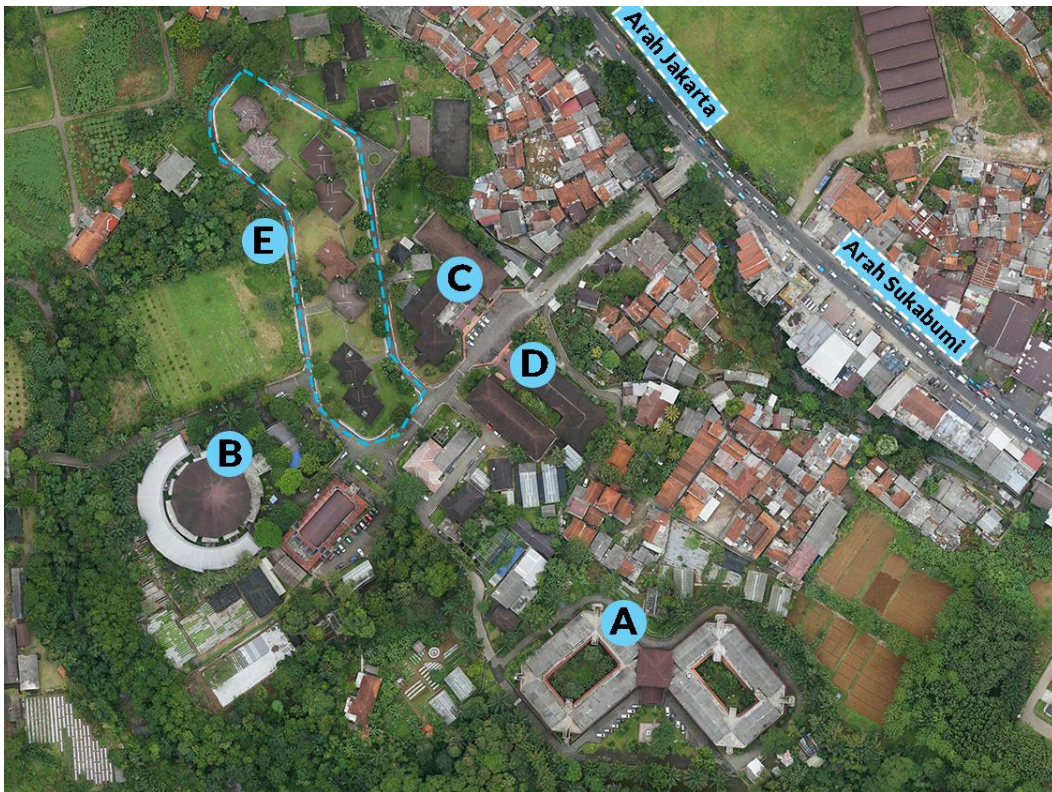


**3rd International Conference on Tropical Biology
Conservation, Enhancement, and Sustainable Use of Indigenous Tropical Flora and Fauna
SEAMEO BIOTROP, Bogor-Indonesia, 20 - 21 September 2018**

Information Kit

(1) Conference details

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



Notes:

- A – Main Building (Jati Room is here),
- B – Conference Hall/*Gedung Bundar*,
- C – Master's Program of MIT for NRM (MIT-A Room is here),
- D – Product and Services Department
- E – Dormitory Houses

- Contact persons:
 - Dr. Maria Ulfah (+62-811-1190-034), maria@biotrop.org
 - Ms. Anidah (+62-813-1582-3322), anidah@biotrop.org
 - Sekretariat (+62-251-8323848), sekretariat-ictb@biotrop.org

Partners:





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- Conference language: English
- Visa, transportation, how to get to the venue: Please check **Arrival Pack** file (Annex 1).

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

- Dr. Maria Ulfah (+62-811-1190-034), maria@biotrop.org
- Ms. Anidah (+62-813-1582-3322), anidah@biotrop.org
- Secretariat (+62-251-8323848), secretariat-ictb@biotrop.org
- Security Guards or any one with SEAMEO BIOTROP uniform/name tag nearest to you.

(3) Conference Program

Time	Day 1			
08.00 - 09.00	On-site Registration Confirmation			
09.00 - 10.30	Opening			
10.30 - 12.30	Plenary 1: Keynote 1 Keynote 2			
12.30 - 13.30	Lunch; Poster & Exhibition Viewing			
13.30 - 15.15	Parallel Session 1			
	Sub-theme 1 [Conference Hall]	Sub-theme 2 [MIT-A Room]	Sub-theme 3 [Jati Room]	Sub-theme 4 [Matoa Room]
15.15 - 15.30	Coffee/Tea Break; Poster & Exhibition Viewing			
15.30 - 17.00	Parallel Session 2			
	Sub-theme 1 [Conference Hall]	Sub-theme 2, [MIT-A Room]	Sub-theme 3 [Jati Room]	Sub-theme 4 [Matoa Room]
19:00 - 21.00	Welcome dinner			
Time	Day 2			
08.00 - 08.30	On-site Registration Confirmation			
08.30 - 09.10	Plenary Session 1: Keynote 1			
09.10 - 09.40	Keynote 2			
09.40 - 11.30	Plenary Session 2			
11.30 - 13.30	Lunch; Poster & Exhibition Viewing			
13.30 - 14.00	Conference Synthesis			
14.00 - 14.30	Closing Program			
14.30 - 15.00	Coffee/Tea Break/Farewell.			



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(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 12-minute time slot; 3 minutes will be given for discussion
- PowerPoint file should not exceed **15 slides**, containing title page, introduction, method, results, discussion, conclusion, and recommendations/implication to Southeast Asian Region.
- Presenters must upload their presentation files by login to their account at 3rd ICTB website not later than **Saturday, 15 September 2018** at 23:59 GMT+7 or send by email to Secretariat (secretariat-ictb@biotrop.org)
- 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) and refrain from having animations unless really necessary
- 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.
- Upload the copy of your poster (in PDF or high resolution JPEG), with maximum size for file to be uploaded is **15 MB** into your account in 3rd ICTB website, or send it to Secretariat (secretariat-ictb@biotrop.org) not later than **Saturday, 15 September 2018** at 23:59 GMT+7
- Each poster must be prepared in **A0 size or 841 x 1189 mm, portrait style**.
- Poster must contain information on the following: poster title, names of authors, institution and e-mail address of each author, introduction, method, results & 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, 20 - 21 September 2018/).
- The Organizing Committee will only provide space for poster panel, thumbtacks and/or double adhesive tapes to put up the posters
- Poster presenters may start installing their posters on the evening of 19 September or early in the morning of 20 September prior to the opening ceremony
- All posters must be placed in their designated panels that indicate their Registration Numbers
- 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.



Panel Poster

(6) On-site registration guidelines

- On-site Registration Area will be available at the entrance of SEAMEO BIOTROP Conference Hall (Gedung Bundar).
 - (1) If you settled your payment prior to the Conference day without notification about lack of payment or excess payment, please go to the **Cashier's Desk** and exchange the transfer proof of payment that you have with the Final Official Receipt.
 - (2) If you still have lack of payment or excess payment need to be settled, such as for registration fee and proceedings fee. Please go directly and bring your Official Receipt to the **Cashier's Desk** to settle your payment. The Cashier will give you Final Official Receipt.

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 15,000**. Please kindly prepare exact amount of money.
 - (3) 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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- For oral presenters, go to the **Information Desk** and check your presentation file. **Please kindly prepare your file in a USB stick memory/flash disk**
- For poster presenters, go inside the Conference Hall and set your poster at designated place if you haven't installed it the night before.
- As regards the 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 **Proceeding's Desk**. Kindly remember that proceedings shipment/expedition fee is not included in the proceedings fee, therefore, you need to pay the Proceedings shipment/expedition fee at the Proceedings' Desk. Proceedings fee is **IDR 300,000**. 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, 2018**.

Please send us your home/office address for proceedings shipment/expedition by **September 30, 2018**.

(7) Participants who are staying at BIOTROP Dormitories

- The Dormitories are located inside the SEAMEO BIOTROP campus.
- Upon your arrival at main entrance of SEAMEO BIOTROP, you will find a Security Guard Hut. Please inform the Security Guard on duty that you will be staying in the Dormitory for the conference. The Guard will check your name in the occupants' list and will inform you of your dorm and room assignment.
- The Security Guard will usher you to the Dormitory unit where you will stay. The list of occupants are also posted at the entrance door of the every dorm unit. A room boy will be available in each house to help you find your specific room.
- Room rate for Dormitory is **USD 14/night/person**. Please go to **Cashier's Desk** for settle your payment during the Conference day, either with US Dollar (USD) or Indonesian Rupiah (IDR)
- Breakfast is served at 7 am in each dorm unit.
- Dinner will be served **only to those who already made dinner reservation**.
- 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.
- Should you need any assistance, please contact (in the following order): the room boy, Security Guards, 3rd ICTB Committee (Ms lala@biotrop.org; +62-857-1070-6042)
- 3rd ICTB Organizing Committee House is Dormitory Unit A.

