



1<sup>st</sup> of September, 2015

## Third Circular

- 1.** Conference fees can be paid by bank transfer to the conference account **no later than September 7**. After this deadline, fees will be accepted only in cash, payment in Euro at the registration desk. Be sure to have transfer confirmation proof with you in case of potential bank error. Participants wishing to pay in cash should inform the organizers by e-mail to [ap2015@iaeapan.vot.pl](mailto:ap2015@iaeapan.vot.pl) no later than September 7.
- 2.** The provisional conference program (with practical information for conference participants) will be online on September 11. Expect to find a printed version of this document in your conference kit, which you will receive upon registering. Participants are encouraged, however, to browse through this information before they arrive and to download the file to their laptops/tablets/smartphones. It might come in handy somewhere along the way!
- 3.** The extended abstracts constitute a journal publication protected by copyright law. The volume has been printed in hard copy and will also be available in digital version. Authors (and corresponding authors in the case of collective texts) will be asked at registration to sign a copyright agreement enabling the publisher to place the text in open access. The agreement does not curtail in any way the author's rights to printed texts and illustrations.
- 4.** Participants giving oral presentations are asked to deliver their presentations for downloading onto the conference computers one day earlier. Macintosh users are requested to deliver their presentation files in Power Point readable for PC Windows system. If you need to use a Macintosh computer, please note that you should provide your own computer and confirm that it has a VGA socket for external signal or an adapter that connects your Mac with a projector.

**5.** Make sure that your written lecture notes should not exceed 15 minute reading time. 20 minutes is the absolute maximum. Chairpersons will be asked to keep to a rigid schedule without exception.

Poster session participants can hang their posters as early as Monday evening. Each poster is designated with a number in the program, which corresponds to a number on the stands. Please be sure to hang your poster on the appropriate stand. Stands are 0.97 m wide and 2.25 m high. Organizers will provide materials to fix posters to stands.

**6.** The Frederic Chopin International Airport lies close to the city center. Bus 175 will take you straight to the center and to the conference venue (about 10 km – half an hour's drive; bus stop: Uniwersytet). Tickets can be purchased at newstands at the airport or in ticket machines inside the bus. Ticket prices: for a single journey, one-day, one-week, see: <http://www.ztm.waw.pl/index.php?c=110&l=2>. Information about taxi you will find at the provisional conference program (see **2.** )

There are several bus companies (e.g., <http://www.modlinbus.com>) that connect the Modlin Airport with Central Warsaw (the Palace of Culture area, 15 min. walking distance to the conference venue). The airport is 35 km away and the trip takes usually about 40 minutes.

**7.** Last but not least, all those who are going to participate in the conference, **are kindly requested to register** <http://www.iaepan.vot.pl/ap2015/index.php/registration/online-registration> Submitting the paper to the conference volume is not equal to registration! Those who have registered already and invited lecturers may ignore this reminder.

Tomasz Herbich

On behalf of the Organizing Committee