

Dear authors of CLEO/PR 2003:

CLEO/PR 2003 will be held during December 15-19, 2003 at the Grand Hotel, Taipei, Taiwan. December 15 is designated for short courses. The conference program will start at 9:00 am on December 16 (Tuesday) with a 30-minute opening ceremony, followed by plenary speeches. The opening ceremony and plenary sessions will be held at the Grand Ballroom (12F) of the Grand Hotel. The guest speakers at the ceremony include:

Minister Che-Ho Wei, National Science Council, Taiwan;
President Yuan-Tseh Lee, Academia Sinica, Taiwan;
President Johnsee Lee, Industrial Technology Research Institute, Taiwan; and
President Wei-Jao Chen, National Taiwan University, Taiwan.

You are more than welcomed to join us at the opening ceremony.

Here, we would remind you of the following:

1. The pre-registration and hotel reservation deadline is November 15, 2003. To save money, please register before this deadline if you have not done so. Although you can still reserve the hotels after this deadline, earlier reservation would give you better choices.
2. The receipt of your conference registration will be placed in an envelope, which contains your badge and conference tickets, and presented to you when you check in at the conference. All items, including registration, banquet, industrial forum, etc., will be covered under the expense title as "registration fee".
3. Although you have received our notices about the sessions and times of your paper presentations, we would suggest that you visit the conference website at <http://cc.ee.ntu.edu.tw/~cpr2003/> around the end of November for confirming your presentation sessions and times. The program could be slightly changed. The location of each session is also announced at the website.
4. To help us in running the program smoothly, we would ask all the presiders and speakers, oral or poster, to check in at least 30 minutes before the associated session starts. The presider/speaker check-in station is in Room 108 (Computer Room) of the Grand Hotel.
5. In each session room, an LCD projector with a notebook computer will be available for power point presentation. However, we encourage you to use your own notebook computer for presentation. Also, an overhead projector is available for transparency presentation. If you need a slide projector for presentation, please inform us through e-mail before December 1, 2003 at cpr2003@cc.ee.ntu.edu.tw. In the Computer Room (Room 108), we will have two computers and one LCD projector for speakers to test their power point files.
6. In the Computer Room (Room 108), internets will be available for the conference participants to receive and transmit e-mail messages.
7. Please note that we only accept cash or credit card payments for on-site registration. Also, the payments must be made, either cash or credit card, in Taiwan dollars. The amounts will be based on the NT\$ values announced in the Calls for Papers. For example, for a regular registration one has to pay NT\$ 14,000 and for a student registration, one has to pay NT\$ 4,200.
8. Conference shuttle bus service will start at 7:30 am on December 16, Tuesday between the Yuan-Shan Station of the MRT system (subway) and the Grand Hotel. Between 7:30-9:30 am on December 16, conference shuttle bus departs from the MRT station

every 7-8 min. In the meantime, the Grand Hotel runs its regular shuttle bus service along the same route every 15 min. It takes about 7 min from the MRT station to the Grand Hotel.

9. The travel information from the CKS Airport to the hotels in Taipei City will be available at the conference website around the end of November.
10. The conference registration time on December 15, Monday is 16:00-19:00. On December 16, Tuesday, registration starts at 7:30 am. The registration booth is located at the first floor of the Grand Hotel.
- 11. Please always wear your conference badges during the conference. Badges will be checked whenever you would enter any conference room.**

We look forward to seeing you at the conference. I wish you a pleasant trip to Taipei.

C. C. Yang, Organizer of CLEO/PR 2003