

GENERAL INFORMATION

EuCAP 2012 Website

<http://www.eucap2012.org/>

Registration Fees

Registration includes attending the full conference and scientific sessions. Coffee during the official breaks is included as well as the lunch refreshments. Lunch for Students/Retired is not included and can be booked additionally.

Short Courses and Workshops

For last minute Workshop- or Short Course- Registrations, please apply at the registration counter.

Fees Short Courses:

Half day 150 €

Full day 300 €

On-Site Registration Desk (Office Hours)

The registration desk on site will be open as follows:

Sunday, 25th March:	15:00–19:00
Monday, 26th March:	08:00–17:00
Tuesday, 27th March:	08:00–17:00
Wednesday, 28th March:	08:00–17:00
Thursday, 29th March:	08:00–17:00
Friday, 30th March:	08:00–10:00

Badges

All delegates will receive a badge and tickets for the booked events. Participants are kindly requested to wear their badges throughout the conference, even at the social events. The replacement of lost or forgotten badges carries a € 25 charge. In order to facilitate the duplication of the badge, please present a copy of your registration confirmation as proof.

Cloakroom

A cloakroom is located on the ground floor of the Prague Congress Centre.

Official Language

All sessions will be held in English only. No translation will be provided.

EuCAP 2012 Conference Venue

Prague Congress Centre

5. května 65

140 21 Prague 4

Czech Republic

GPS: 50°3'45.054"N, 14°25'46.811"E

Phone: +420 261 171 111

Fax: +420 261 172 062

Shopping

Most shops in Prague are opened from 9:00 to 18:00, Monday to Saturday. Shops in the city centre are usually open from 9:00 to 21:00, Monday to Sunday.

Currency

Czech crown (CZK) is the official currency of the Czech Republic. Exchange of foreign currency is available at Prague international Airport and at most hotels, banks and exchange offices throughout the city. International credit cards are accepted for payments in most of hotels, restaurants and shops. Payment in cash in EUR is also available in some restaurants and shops, please ask for details on-site. You can find the official exchange rates on the website of the Czech National Bank at www.cnb.cz

ATM's

Make sure your bankcard is of the four PIN number type; this is the standard in Prague. ATMs in Czech Republic are compatible with the Cirrus or Plus system.

Credit and Debit Cards

Credit and debit cards are widely accepted. However, many of smaller shops, cafes and smaller restaurants do not take credit cards.

Time Zone

The Czech Republic is on Central European Time - Greenwich Mean Time (GMT) plus 1 hour. From April to October is summer time, i.e. GMT + 2 hours. Please note the summer time change on 25 March 2012, 2:00 -> 3:00.

Telephone Code

The country code for Czech Republic is 00420; please dial this number before a local Czech Republic number. So when you make a call from another country than CR to Prague dial 00420 + the phone number.

Presentation Upload

Please bring your presentations on a USB memory stick in MS-Power Point or Adobe PDF format to EuCAP 2012 and submit it in the Session Room at the conference venue NO LATER than 15 minutes prior to your session! You can of course bring it earlier, in one of the coffee / lunch breaks.

A video projector and a notebook will be available in all conference rooms. The use of personal notebooks has to be announced in advance to the technician in each Session Room.

In order to avoid any problems with your presentation, please make sure it fulfils the necessary needs, and read carefully the instructions below:

PowerPoint Instructions

- If preparing your presentation in PowerPoint, please use the following versions only: PP 97-2003 and 95 (*.ppt) or 2007, 2010 to guarantee it will be opened successfully on an on-site PC.
- We recommend you to save your PowerPoint presentation using PPT format instead of PPS.
- All videos or animations in the presentation must run automatically!

Pictures/Videos

- JPG images are the preferred file format for inserted images.
- GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation.
- We cannot provide support for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the WMV format should work with no difficulties.
- In case, that your video is not inserted in PowerPoint it is possible to have it in other formats – MPEG 2,4, AVI (codecs: DivX, XviD, h264) or WMV. Suggested bitrate for all mpeg4 based codecs is about 1Mbps with SD PAL resolution (1024x576pix with square pixels, AR: 16/9).
- In case of Full HD videos, please let us know before the meeting and we'll test it.
- Videos that require additional reading or projection equipment (e.g., VHS cassettes) will be not accepted.

Fonts

- Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause wrong layout / style of your presentation.
- Suggested fonts: Arial, Times New Roman, Tahoma

If you insist on using different fonts, these must be embedded into your presentation by choosing the right option when saving your presentation, see details below:

- Click on „File“, then „Save As“
- Check the „Tools“ menu and select „Embed True Type Fonts“

Poster Presentations

Three poster sessions will be organised on Tuesday, Wednesday and Thursday (with subsessions for Antennas, Propagation and Measurement). Posters will be on display in the Poster Hall located next to the exhibition area on the 2nd Floor.

Each poster board is marked with the poster ID-number. Your poster number has been sent to you in the Presentation Schedule and can also be found in the detailed program. Poster boards will be marked with poster ID-numbers.

Authors are required to use only the boards corresponding to their posters.

Poster presenters have to hang up their poster on the day of their presentation from 10:00 to 14:00. The authors will need to stay personally just during their poster session from 14:00 to 15:00 and to remove their posters from the boards from 16:40 to 18:00. Posters left on the boards after the poster sessions, will not be returned by the organisers.

Wireless Access

Wireless access during the EuCAP 2012 Conference will be available in the exhibition and poster area in the 2nd Floor of the Prague Congress Centre only. Access to the internet will be possible via the WiFi network called „PCC“. Username and password for logging in are **euca2012**.

Weather

Temperatures are more bearable in March than they are in January and February in Prague. Expect some flurries or, if the weather is warmer, rain. Cloudy days persist, but an increase in the average temperature makes sightseeing more pleasant than it is in winter. Average March temperature: 5°C / 41°F. March average high: 10°C / 50°F

Safety and Insurance

As in all major cities, people should be aware of safety risks. You are advised not to wear your conference badge outside congress activities. It is highly recommended that all participants carry adequate personal travel and health insurance. The organisers do not accept responsibility for individual medical, travel or personal insurance. All participants are strongly advised to take out their own personal insurance before travelling to the Convention.

Emergency Services

The national telephone number for all emergency services in Italy including AMBULANCE, FIRE and POLICE is “112”. Other useful telephone numbers are:

Fire Service:	150
Ambulance Service:	155
Prague Police:	156
National Police:	158

Destination Prague

The Mother of Towns“, “The Golden City“, or “The City of a Hundred Spires“, these are just a few of the many attributes that the Czech metropolis nestling above the river Vltava has earned for itself. Prague as a major destination of visitors arriving in the Czech Republic, with its appeal of architectural monuments of all styles, the traditional hospitality of its people and the excellent beer served by Czech pubs, as well as the remarkable mix of Czech, German and Jewish cultures, is considered one of the most beautiful cities, and not just in Europe.

The area on which Prague was founded was settled as early as the Paleolithic age. Around 200 BC the Celts had a settlement in the south, called Závist, but later they were replaced by the Marcomanni, a Germanic people and later by the West Slavic people. According to legends, Prague was founded by Libuše and her husband, Přemysl, founder of the dynasty of the same name. Whether this legend is true or not, Prague's first nucleus was a castle on a hill commanding the left (western) bank of Vltava: this is known as Prague Castle, to differentiate from another castle, which was later, in the latter part of the 9th century erected on the opposite right (eastern) bank the Přemyslid fort Vyšehrad, which is now wrongly considered as the oldest one.

Since the fall of the Iron Curtain, Prague has become one of Europe's (and the world's) most popular tourist destinations. It is the sixth most-visited European city after London, Paris, Rome, Madrid and Berlin. Prague suffered considerably less damage during World War II than some other major cities in the region, allowing most of its historic architecture to stay true to form. It contains one of the world's most pristine and varied collections of architecture, from Art Nouveau to Baroque, Renaissance, Cubist, Gothic, Neo-Classical and ultra-modern.

A VIRTUAL TOUR in the Old Town, Lesser Town and Prague castle with many pictures and descriptions can be found at www.kralovskacesta.cz/en/tour.html

Getting to Prague Congress Centre by public transport

The Prague Congress Centre can be easily reached by metro line C (red line) to station „VYŠEHRAÐ“, the PCC is located just in front of the metro station. Tickets can be purchased in automatic machines at each metro station or at news stands. The ticket costs 32 Czech crowns (approx. 1.30 EURO) and is valid for 75 minutes. Please note that you need to mark the ticket when you enter the metro / tram / bus for the first time.

For further information, please visit the Prague Public Transport www.dpp.cz/en

Public transport free for all registered participants of EuCAP 2012 Conference

Please pick your public transport ticket at the Registration Desk located on the 1st Floor of the Prague Congress Centre. The ticket is valid for the dates of the EuCAP 2012 Conference.

