

CHEP 2004 - Fourth Bulletin

Programme Details and Guidelines for Contributions

Congress Centre
Interlaken, Switzerland
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www.chep04.org

Introduction

This bulletin includes links to the detailed Programme for the Conference and Guidelines for Contributions as well as details of sponsorship that has been received for Central and Eastern European delegates. Travel tips and information on the Industrial Programme are also enclosed.

Conference Programme

The [CHEP'04 website](http://www.chep04.org) has now been updated to provide links to more detailed information on the [Conference Programme overview](#). The full list of contributions to the conference can be viewed ([Contribution List](#)); the various check boxes on this page can be used to search the list of contributions by track, etc. The most interesting link for delegates will probably be the [Timetable](#) which provides a detailed list of talks and posters as they have been scheduled in the conference programme; here also there are different formats available to display the information. Presenters especially should look at this timetable to find out when they are scheduled to give their presentation.

If you are presenting a talk or poster, please inform the Programme Committee secretary [<mailto:pc-secretary@chep04.org>] if you are unable to make your presentation at the allocated time. We also ask to be informed as soon as possible if you are unable attend the conference to give your presentation, or whether you have asked someone else to give the presentation on your behalf. We ask that you inform us of any problems such as these **by August 23rd at the latest** as this is when the Conference Programme will be sent to the printers.

Guidelines for Contributions

Detailed [guidelines](#) for the preparation of talks, posters and papers are also now available on the website. [Templates](#) for the preparation of papers are also provided. Material can be submitted using the same web interface that was used for abstract submission but which has been extended to allow talks and papers to be attached.

Please take particular note of the following:

- Slides of talks must be submitted before the start of the conference – they will be uploaded onto the conference projection equipment by the session chair prior to the start of the session.
- It will not be possible for you to present your talk from your private portable computer. For this reason it is imperative that you submit your presentation using the means provided.
- Posters should be handed in at the registration desk on arrival in Interlaken. They will be mounted on your behalf at the appointed time.
- Papers for the Proceedings must be submitted before the end of the conference. The proceedings will be published shortly after the end of the conference.

Sponsorship from UNESCO-ROSTE

UNESCO-ROSTE is willing to sponsor a limited number of participants from Central and Eastern Europe to attend CHEP'04. For further details and the application procedure please see: <http://cern.ch/chep2004/sponsorship/unesco.htm>.

Industrial Programme

The CHEP'04 Industrial Programme has had a very promising response with 75% of the stands in the exhibition already occupied, and the programme of technical seminars and product presentations proving popular with exhibitors. The latest news is available on the web site at: <http://ess.web.cern.ch/ESS/CHEP04/>.

Travelling to Interlaken

If you plan to arrive in Interlaken by train, for example from Zurich or Geneva airports, don't forget to order the special [Congress Rail Ticket](#). You must order this early enough so that it can be sent to you by post. If you have not ordered it yet, go to the [Register](#) link on the homepage, read the information about "Null Hotel" registrations and complete the normal Registration Form asking for the ticket.

[You can order hotel bookings, extra Conference Dinner tickets and Excursions in the same way.]

You may find these links useful when organising your travel:

- [Travelling to Interlaken](#) link from the website.
- **Swiss International Air Lines** is the CHEP'04 official carrier and is offering [special fares](#).



Further Information

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CHEP'04 is sponsored by:

