

CONGRATULATIONS! The next step in the process is the writing and submission of paper by the 21 June 2008 deadline. Earlier submissions are strongly encouraged, as papers received will be allocated for presentation in Parallel Sessions. Please note that papers received after the deadline can not be included in the Conference Proceedings or considered for presentation in the Conference 8-9 August 2008.

Paper guidelines regarding format, margins, font-style etc will be provided to you separately and made available later on the Arte-Polis 2 website (<http://www.ar.itb.ac.id/artepolis2>). In general, each paper will be a maximum of 10 (ten) A4-pages typed single-spaced in Arial 11 font, including a maximum of 3 (three) figures placed in the end of the paper. The conference e-mail addresses (artepolis@ar.itb.ac.id and CC to our alternate email artepolis_itb@yahoo.com) has been provided for paper submissions.

Kindly also note that registration and payment of fees for Conference/Workshop must be completed before 1 July 2008 for participants presenting papers. A special early bird registration fee has been provided for presenters that submit papers and pay by the deadlines. The registration form can be downloaded from the Arte-Polis 2 website beginning June 2008. We encourage you to periodically visit the website as more information will be provided there.

PAYMENT METHOD

Mak e Bank Transfer payable to: (Fees do not include Bank Transfer charges, add as applicable)

BANK MANDIRI, KCP Bandung Siliwangi - Bandung, INDONESIA. Swift Code: BEIIDJA

US Dollars : DR.Ing.Ir. Heru Wibowo, MURP,IAI - Acct.No.130-00-0564603-2
Institute of Technology Bandung School of Architecture, Planning and Urban Development
LabTek IX B, Jalan Ganesha 10, Bandung 40132, INDONESIA
Tel +62-22-250-4962, Fax +62-22-253-0705

Please write on message line: **Arte-Polis2** and your Full Name

Fax or e-mail this Registration Form with copy of payment transfer (and student certification, if applicable) to:

Organizing Committee, Arte-Polis 2 International Conference and Design Workshop
http://www.artepolis2.ac.id/artepolis2 AND http://www.artepolis2.ac.id/artepolis2

Dear Arte-Polis 2 Colleague:

Warm greetings from the Arte-Polis 2 crew in Bandung! We trust this email finds you in good health and spirits, anticipating participation in Arte-Polis 2 on 8-10 August 2008 at our creative city of Bandung. We at the Arte-Polis secretariat are certainly feeling the buzz of this upcoming event, finalizing preparations to welcome you to our ITB campus and the highly anticipated event that is Arte-Polis 2: Creative Communities and the Making of Place!

Attached please find an updated FINAL of the Arte-Polis 2 Parallel Session Schedule for International Conference paper presenters. We would appreciate your kind understanding on the amount of time, effort and careful consideration taken in formulating it based on related paper topics and as part of the overall Conference Program. Kindly take time to review the Schedule and re-confirm to us your participation by considering these guidelines:

*Changes to the Schedule shall not be permitted, without approval of the Arte-Polis 2 Conference Convenor.

*As this is a FINAL schedule, changes from the previous draft are in Blue, particularly detailed Times for Parallel Session.

*Every effort has been made to accommodate the best schedule for programming so we appreciate your kind understanding.

*The overall 2-day Conference Schedule is available for viewing on our Website: <http://www.artepolis2.info>

*Kindly confirm via email to artepolis@ar.itb.ac.id with CC. to artepolis_itb@yahoo.com that you (as single presenter) or at least one person (from a group presentation) will be able to present paper at Arte-Polis 2 in Bandung on the date and time noted in the current Parallel Session Schedule. Duration for each each paper presentation (PPT format) is 15 minutes followed by collective 30 minutes Q/A and/or discussion time for an average group of 4 presenters in one Parallel Session (total 90 minutes).

* Presentation should be prepared in powerpoint format(*.ppt file). The .ppt (powerpoint file, preferable saved as powerpoint 2003 version) should be enter to the TECHNICAL DESK OFFICER on the right side of the entrance before the opening ceremony at East Great Hall (Aula Timur) ITB. Please burn your file on CD, and put your LAST NAME & TRACK/Parallel Session Name + CODE session.

*Should you not be able to come to Bandung to present your paper at time of Arte-Polis 2, please notify us via email as soon as possible so that your name and paper title may be moved from the primary schedule to the

category "Papers Submitted but not Presented" and thus Schedule ammended. Your paper will still be included in the Arte-Polis Conference Proceedings, given all Registration and Fee Payment requirements are fulfilled.

*Moderators for each Parallel Session are chosen by the the Arte-Polis OC from within the Session Presenters to make the session more collegial, informal and participatory. Although there will be a member of the Arte-Polis 2 Advisory Committee presiding as Track Chair and resource person as discussant, we encourage the Moderator to welcome discussion and debate from the conference participants.

*If you have not already done so, we urge you to register in Arte-Polis 2 by filling in and returning the downloadable Registration Form from <http://www.artepolis2.info>

We trust that these guidelines will assist in the preparation of a smooth running conference of international scale, towards an enjoyable and rewarding experience had by all Arte-Polis 2 Conference participants. We thank you again for your continued kind support of Arte-Polis 2 and look forward in hearing from you soon, as well as eventually greeting you at our idyllic campus in Bandung this August!

Terimakasih & salam kreatif,

A.R. Tata Soemardi
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Web: <http://www.artepolis2.info> AND <http://www.ar.itb.ac.id/artepolis> 2

Arte-Polis 2 is part of 30 creative events within Bandung HelarFest 2008. Bandung is THE place for creative types under the equator this August and beyond! For information on other cool events happening during your stay in Bandung during Arte-Polis 2, check out <http://helarfest.com>