

*Dear Delegates*

## **Greeting from the Registration team ICMST 2018!!**

As the conference dates are fast approaching, we are eager to welcome you to ATF Area, VSSC. As you are entering the premises of one of the most safeguarded organisations of the country, please read the instructions below carefully and abide by them for a hassle-free experience.

1. Make sure your name and affiliation are appearing in the list of **Registered Participants**.
2. Please carry your institutional ID (with photograph) at the registration desk.
3. Ensure that you have informed your travel plans (not later than 02.10.2018) to the conference secretariat.

## **Dates and Timings of Registration Desk**

**Registration desk shall function at ATF Gate, VSSC (Opposite to PRO's office)**

(Pl refer to the maps provided under Info/travel in the website for location identification)

10.10.2018 (Wednesday)      10.00am – 02.30pm

11.10.2018 (Thursday)      08.00am – 09.00am

13.10.2018 (Saturday)      12.30pm – 05.30pm

## **At the Registration Desk:**

You will be assisted by ICMST volunteers across 5 desks at the registration counter (excluding help desks). Invited speakers will be attended by a separate desk.

1. Please identify your counter with the unique ID you are provided with (refer the list).
2. Mark your attendance with date and time.
3. Collect your ICMST ID Card and Registration Kit.
4. Keep the food coupons safe and ensure that you take them to the food counters.
5. Inform the registration desk whether you require duty certificate.
6. On 13.10.2018, you will collect your participation certificate, duty certificate (if applicable) and the bills related to accommodation from the respective counters.

**Important Notice:** Your entry to the conference premises will be strictly controlled by CISF security personnel and hence it is mandatory to display the conference ID throughout the program.

In case of any queries/clarifications related to your registration, drop a mail to [icmst2018@gmail.com](mailto:icmst2018@gmail.com) with a subject line **Registration \_ICMST2018**.