

November 16, 2007

Dear Delegates

Welcome to the International Conference in Structural Biology. I hope you will have a fruitful time in the next few days. May I draw your attention to the followings?

(1) Reception and buffet light dinner:

A buffet light dinner will be held in the 3rd Floor, Bauhinia Room, Regal Riverside Hotel at 6:30pm on November 18. All participants are welcome.

(2) Transport to the conference venue:

There will be a coach leaving the Regal Riverside Hotel for the Esther Lee Building of Chung Chi College every morning at **8:30am prompt**. You are advised returning to the hotel by train. Get off from the Shatin train station. You are on Level 3 of the New Town Plaza. Walk through the Plaza toward Shatin Town Hall. Go to the ground level after leaving the New Town Plaza. Turn left and walk across the Shatin Rural Committee Road Bridge and across Tai Chung Kiu Road through the subway. Hotel is at the left. The walking distance from the station to the hotel is about 15-20min. Please also refer to the attached map for the route.

(3) Presentation:

Poster presentation: We shall provide you with a board of 4 ft (width) x 6 ft (height) and tapes. Please mount your poster during the coffee or tea time on November 19 and standby your posters during the poster sessions on November 20 and 21 for discussion. **(Standby time: Odd number posters – 10:30-11:20, November 20. Even number posters – 15:30-16:20, November 20. Optional: 10:30-11:20, November 21).** Posters should be dismounted during the coffee time (10:50-11:20) on November 22. Left posters will be discarded.

Oral presentation: Please provide your PowerPoint file to the helpers at the registration desk before your session. Owing to the tight schedule, using personal computer is not encouraged.

(4) Internet connection:

Two computers for Internet connection and wireless connection through your own computer are available in Rm G4, at the ground floor of Chung Chi College Administration Building from 9:00-17:00 on September 19-21 and from 9:00-12:00 on September 22. This building is next to the Esther Lee Building.

(5) Lunch:

Lunch in Chinese style will be held at the Chung Chi College Staff Canteen. For head counting, please put half of the ticket to a box labeled 'For lunch' placed on the registration desk before 11:00 every day and hand in another half to the staff when entering the Staff Canteen. A limited number of tickets of HK\$50 per meal will be available. Please purchase at the registration desk before 11:00 every day.

(6) Banquet:

Banquet will be held in Grand Capital (京都) Banquet Hall at around 7:00pm on November 21. The restaurant is adjacent to the Shatin Town Hall and we shall go there by train. Please bring your banquet ticket with you. There will also be a presentation ceremony of the travel grants. A few tickets are still available, please purchase them (HK\$300 each) from the registration desk on November 19.

(7) Additional social activity:

In the evening of **November 19**, we have organized a tour that includes: Peak of Hong Kong, Bauhinia Square (where the handover ceremony of Hong Kong to China took place) and buffet dinner in Revolving Restaurant with panoramic view of Victoria Harbour. Speakers and conference organizers are free of charge and a limited number of tickets (HK\$300 each) are available for other participants. **Please sign up or pay at the registration desk before lunch on November 19.** Coach will leave the Esther Lee Building at 6:30pm that evening.

(8) Tours:

For short tours to Hong Kong, Macau and South China, please refer to the information posted at: www.bch.cuhk.edu.hk/icsb/index.html. Participants may book the tours at the hotel front desk. Gray Line Tours of Hong Kong Ltd. also offers a number of short trips. Please refer to their website (www.grayline.com.hk/index.html) for details. This company needs online booking or telephone booking.

(9) Enquiries:

For enquiries when you are in Hong Kong, please visit the registration desk or in emergency, call up Shannon Au (Tel: 94551801), Pang-Chui Shaw (Tel: 94584508) or Kam-Bo Wong (Tel: 90971239).

Yours sincerely

Pang-Chui Shaw
Chairman
Organizing Committee