Ninth International Probabilistic Safety Assessment and Management Conference
An ISAPSAM Conference
18-23 May 2008   Hong Kong, China

5 May 2008

<u>Attendee Information</u>

PSAM9 will begin in just a few days.   The Organizing Committee is looking forward to welcoming you to Hong Kong.

The Conference Program is posted on the website www.psam9.org, we will keep updating the website.   Please note that there will be a first-ever PSAM9 soccer match in the afternoon of Sunday, 18 May 2008, followed by the Welcome Reception at the Conference Hotel. Technical Site Visits are also arranged for you and your companions throughout the Conference week.   You will be able to visit places that general public will not be able to see.   Please visit our website for details.

The Registration Desk will open at 14:00 on Sunday, 18 May 2008 at the Conference Hotel, please come register early to collect your delegate kit to avoid long waiting line on Monday morning.

The sessions at PSAM conferences have traditionally been set at 90 minutes each in order to allow for open discussion to exchange ideas following the presentation of all papers.   Our technical sessions offer a great opportunity for the risk community to share ideas and have valuable discussions.   It is also a chance for us to get to know each other.   If you are a Speaker or A Session Chair, please note the guidelines attached.

On behalf of the Local Organizing Committee, we look forward to seeing you all in Hong Kong.   If you have any question, feel free to contact us at info@psam9.org

General Chair
Dr. Vincent Ho
E-Mail: vsho@psam9.org

Technical Program Chair
Dr. Tsu-Mu Kao
E-Mail: tmkao@psam9.org

Associate Technical Program Chair
Professor Enrico Zio
E-Mail: ezio@psam9.org

Previous PSAM Conferences
PSAM 1 1991 Beverly Hills, USA
PSAM 2 1994 San Diego, USA
PSAM 3 1996 Crete, Greece
PSAM 4 1998 New York, USA
PSAM 5 2000 Osaka, Japan
PSAM 6 2002 San Juan, USA
PSAM 7 2004 Berlin, Germany
PSAM 8 2006 New Orleans, USA

Vincent Ho
General Chair, PSAM9

Encl.

Guidelines to Author

Thank you for coming to PSAM9. Concerning your presentation, Speakers will make their presentation and save all Q&A and discussion towards the end of the session. Please bear in mind that the time allocated for any oral technical presentation is about 15 and no more than 20 minutes, questions and discussion from the floor will be saved towards the end of each session.

For the benefit of the time flow of the Conference, as organizers we will encourage the chairpersons to rigorously stick with the time schedule. In view of these time constraints, please make sure that your presentation fits well within the time limits: possibly a maximum of 12-15 PowerPoint slides will do the job.

The last 10 to 15 minutes (at least) at the end of the session will be left for an open discussion and exchange of ideas on the theme of the session and on the papers therein presented. In this regard, it will be interesting if during the discussion you could share your comments on what you see to be the challenges for the risk community relative to your paper or the general topic of the session, and how we can meet these challenges.

Each conference room will be equipped with a computer, **PowerPoint 2003** software and computer projector, so that you may bring your presentation files on a CD-ROM, or memory stick. There will be **NO** additional software loaded on the conference computers. If you need to run multi-media files, you must ensure the files can be run by themselves or bring your own computer if so wished.

Please bring your presentation files with you to your assigned room either in the morning or during refreshment break prior to your assigned session. You are encouraged to test your presentation file on the conference computer before your presentation. Please try not to show up right before your presentation and think that the computer can read your files all the time. We **DO NOT** support MS Office 2007.

We are all interested in knowing who you are, what organization or institution you are part of, and what areas of risk assessment or risk management you are particularly interested in. Would you please write up a brief introduction (3 lines) to yourself for the session chair to read. In this regard, we ask you to kindly arrive at the room of your session 10 minutes prior to the beginning of the session. This will allow you to introduce yourself to the session Chairpersons (please provide them with a written brief introduction of yourself to read when presenting you to the audience – this you can feel free to find your session chair ahead of time and pass it along to him/her) and will give time to set up the equipment for the presentation.

We appreciate your cooperation for a smooth and successful Conference.
Thank you in advance.

Dr. Tsu-Mu Kao   Professor Enrico Zio
Technical Program Chair   Associate Technical Program Chair
Email: tmkao@psam9.org   Email: ezio@psam9.org

Guidelines to Session Chair

Thank you for accepting the invitation to be a Session Chair. Each session at PSAM conferences has traditionally lasted for 90 minutes in order to allow for open discussion and exchange of ideas following the presentation of all papers. For PSAM 9, we have even tried where possible to schedule four papers or less in each session to provide more opportunity for the discussion at the end of the session..

Please arrive at the room of your chaired session 10 minutes prior to the beginning of the session. This will allow you to collect the written brief introductions from the speakers (all speakers have been requested to provide you with a written brief introduction of themselves for you to read when presenting speakers to the audience) and will give time to help the speakers to set up the equipment for the presentation.

Session Chairs have the following responsibilities.
- Introduce the session
- Introduce the speakers
- Encourage speakers to end on time to allow for general discussion at the end of the session (15 minutes is nominal with a maximum of 20 minutes if 4 speakers are presenting). At the discretion of the session Chair, each presenter may address one or two clarifying questions at the end of his/her presentation but the general discussion should save to the end of a session.
- Facilitate the discussion of the papers and session topics at the conclusion of the papers. Provide for 10 to 20 minutes for the general discussion. It sometimes takes a couple of minutes to get the discussion going

Each Session Chair should formulate and pose a few questions that relate to the papers and sessions for a discussion starter. Session participants, other than the speakers, should be strongly encouraged to share their thoughts and opinions on the topic.

We have asked the Speakers to load their files onto the computer during the break time before the sessions. Each room will be equipped with a computer, PowerPoint 2003 software and projector, so presenters may bring their presentation on a CD-ROM or memory stick. Our IT helpers will help us out with the session setups.

We look forward to seeing you all in Hong Kong.

Dr. Tsu-Mu Kao   Professor Enrico Zio
Technical Program Chair   Associate Technical Program Chair
Email: tmkao@psam9.org   Email: ezio@psam9.org