

**FINAL CONFERENCE CIRCULAR**  
**Second International Barcode of Life Conference**  
**Academia Sinica, Taipei, Taiwan**  
**17-21 September 2007**

Dear Conference participants,

The Consortium for the Barcode of Life and Academia Sinica welcome you to the Second International Barcode of Life Conference. The conference will bring together 350 participants from about 45 countries and it will be an extraordinary opportunity to share information and to build cooperation for DNA barcoding.

This Final Conference Circular will provide you with information that you will need for your travel to Taipei and participation in the Conference. All Conference documents are posted at [www.dnabarcodes2007.org](http://www.dnabarcodes2007.org) and we urge you to consult the website for complete information.

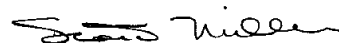
We wish you all a pleasant trip to Taipei and we look forward to greeting you in person.



David E. Schindel  
 Executive Secretary, CBOL



Kwang-Tsao Shao  
 Conference Chair  
 Academia Sinica



Scott E. Miller  
 CBOL Chair  
 Smithsonian Institution

<b>Conference Venue</b>	Building for Humanities and Social Sciences (BHSS) Academia Sinica, Nankang, Taipei
<b>Sponsors</b>	The conference and related meetings are being supported by CBOL, Academia Sinica, BioNET-International, the Swiss Agency for Development and Cooperation, and several agencies of the Taiwan government.
<b>Visas On Arrival</b>	Participants from certain countries applied for and were granted Visas on Arrival. These travelers must have the visa number of <b>07LV155</b> with them to facilitate the flights to Taipei, and will have to pay NT\$2000 in cash, equivalent of US\$60-65, at the airport. Invited speakers, travel bursary recipients and invitees to the regional meeting must retain and present this receipt in order to be reimbursed during the conference.
<b>Conference Documents</b>	Registrants will receive a conference packet that includes the following documents. These documents are also posted on the conference website: <a href="http://www.dnabarcodes2007.org">www.dnabarcodes2007.org</a> . <ul style="list-style-type: none"> <li>• Conference Program with agendas, floorplans, participant list</li> <li>• Conference Abstracts</li> <li>• Barcode of Life Initiative (BOLI) brochure</li> </ul>
<b>Conference Secretariat</b>	General Innovation Service (GIS), the conference company, will have a Secretariat Office on the 3rd floor of BHSS during the conference. If you have questions you may contact them via email at <a href="mailto:BOL2007@convention.com.tw">BOL2007@convention.com.tw</a> , or Before the conference: +886-2-8780-5688; Fax: +886-2-8789-3602; During Conference: Tel: +886-932-041-037 or +886-936-182-105

---

**Airport Transfers**

The Organizing Committee will provide the free shuttle bus service to the conference hotels leaving from both arrival terminals 1 and 2. The locations of the shuttle bus stops are shown on the attached maps. Please look for the green posters shown below. Conference staff members will be wearing orange T-shirts and will be available to answer your questions.

For further information, please feel free to contact our staff at the conference information centers at the Meeting Points shown on the maps. The schedule for the free shuttle bus service is:

<b>Airport Pick-up Schedule</b>				
	<b>September 15, September 17</b>		<b>September 16</b>	
No.	Terminal 1	Terminal 2	Terminal 1	Terminal 2
1	1230	1240	1230	1240
2	1430	1440	1430	1440
3	1530	1540	1530	1540
4	1730	1740	1730	1740
5	1930	1940	2030	2040
Route	Terminal 1→ Terminal 2→ Howard Plaza→ Howard Int'l House Taipei → Leader Hotel → AAC			

In addition, the following transportation from the airport to conference hotels is available:

- I. Public shuttle bus: approximately NT\$130 (US\$4), to be paid in NT\$ only
- II. Taxi: approximately NT\$1,200 (US\$36), to be paid in NT\$ only

---

**Parking for Local Participants**

Local participants who wish to drive to the conference venue can park in any parking area inside of Academia Sinica, but must present the badge at the registration desk for daily parking permit.

---

**Registration**

The Registration/ Information desk is located on the 3rd floor, BHSS, Academia Sinica. Registrants may pick up their conference badges and packets at the following hours:

Monday, September 17	08:00 – 17:00
Tuesday, September 18	08:00 – 17:00
Wednesday, September 19	08:00 – 12:00

---

**Conference Program**

Sunday, September 16	Excursions to Taichung and National Palace Museum
Monday, September 17	Short course on DNA barcoding All Fungal Barcoding Fish Barcode of Life Initiative
Tuesday-Thursday September 18-20	SECOND INTERNATIONAL BARCODE OF LIFE CONFERENCE
Friday, September 21	Plant Working Group Marine Barcoding Regional Barcode Meeting (by invitation only)

---

**Sunday  
Excursions**

Conference participants who have registered and paid for excursions to Taichung or the National Palace Museum will be picked up at the front door of each hotel at the timetable listed below. Please note that the registration of excursion is available until September 10. For those who stay other than the hotels below, please assemble at Leader Hotel at the following designated times.

	<b>Tour A: Taichung Tour</b>	<b>Tour B: Taipei City Tour</b>
AAC	0700	0750
Howard Plaza	0740	0840
Howard Intl. House Taipei	0750	0830
Leader Hotel & others	0810	0900

---

**Transportation  
between  
Conference  
Hotels and  
Venue**

There will be shuttle buses departing from each Conference hotel each morning at the timetable listed below. The detailed schedule for these buses will be posted in the lobby of each hotel.

	<b>September 17-20</b>	<b>September 21</b>
Howard Plaza	0730	0810
Howard Intl. House Taipei	0740	0800
Leader Hotel	0720	0740

Transportation back to the Conference hotels will also be provided after the close of activities from Monday through Friday.

---

**Travel  
Reimbursement**

Invited Speakers, Travel Bursary recipients, and invitees to the Regional Meeting are entitled to reimbursement of certain travel expenses. These conference participants should bring their receipts to the CBOL Office on the 3<sup>rd</sup> floor of BHSS during the following hours to receive their reimbursements:

- **10:30-14:00, Sept. 18:** Reimbursement for Speakers
- **10:30-14:00, Sept. 19:** Reimbursement for Recipients of travel bursary
- **10:30-14:00, Sept. 20:** Reimbursement for Regional Invitees

**For reimbursement of airline tickets purchased by the traveler:**

You will be asked to provide the original "**Travel Agent's INVOICE**" and "**Boarding Pass**" to Taiwan for reimbursement. If the invoice is not in English, please ask the travel agent to issue an English one. In addition, if you buy an E-ticket, please print out the **CONFIRMATION** from the website and the **INVOICE** for reimbursement. Faxing the invoice to GIS at +886-2-8789-3602 prior to the conference will make reimbursement more efficient.

**For reimbursement of incidental expenses:**

The conference will provide reimbursement of the following incidental expenses to Invited Speakers, Travel Bursary recipients, and invitees to the Regional Meeting:

- Travel between home and airport
- Application fee for visa
- Meals during travel

You will be asked to provide original receipts for all incidental expenses.

**PLEASE NOTE:** Reimbursement will be provided in US dollars. Please calculate all amounts in US dollars using the exchange rates provided at <http://www.xe.com/ucc/>.

---

**Instructions for Speakers**

In order to keep on schedule, we are asking all speakers to bring their presentations on a USB memory device or CD-ROM to an assistant in the Speaker's Room on the 3<sup>rd</sup> floor of BHSS far in advance of their scheduled presentation. All presentations will be made from the PC laptop installed on the podium, to avoid the delays caused by switching computers. If you prepared your presentation on a Macintosh, we urge you to check your presentation on one of the PC laptops and projectors provided in the Speaker's Room.

The time allotted for presentations is shown on the attached speaker agenda. Session chairmen will enforce the time limits strictly.

Members of Discussion Panels are asked to speak for a maximum of 5 minutes and to present a maximum of 5 slides. The presentations by panelists are meant to stimulate discussion, not to give a detailed presentation of a subject. Their presentations will be followed by an open discussion among the panelists, during which they can ask each other questions. This will be followed by an open discussion period with the audience.

---

**Instructions for Poster Presenters**

All posters will be displayed on the 4th floor of BHS. Each poster has been assigned a number and a location in the display area. These are listed in the Conference Program and Conference Abstracts, and poster numbers will be marked on all display boards. Poster presenters are asked to mount their posters according to their assigned number and location.

**Set-up Time:** Monday, September 16, 15:00-17:00

**Removal Time:** Thursday, September 20, after 17:00

Mounting supplies will be provided at the Service Desk on the 4th floor.

---

**IT Arrangements**

The BHSS Conference Hall has wireless internet, and 2 computers for public use are available at BHSS. Free internet is also available at the Academia Activity Center and the Leader Hotel. At the Howard Plaza Hotel and the Howard Intl. House Taipei, Internet is accessible with an hourly or daily charge.

---

**Weather**

Taipei has a subtropical climate, with an average temperature of 27°C (81°F) in the daytime and cooler at night in September. Participants are recommended to bring a light jacket. For further information, please refer to the website of the Central Weather Bureau of Taiwan at <http://www.cwb.gov.tw>

---



## Airport Pick-up Schedule

2007/9/15 & 9/17			2007/9/16	
No.	Terminal 1	Terminal 2	Terminal 1	Terminal 2
1	1230	1240	1230	1240
2	1430	1440	1430	1440
3	1530	1540	1530	1540
4	1730	1740	1730	1740
5	1930	1940	2030	2040
Route	Terminal 1→Terminal 2→The Howard Plaza→Howard Int'l House Taipei→Leader hotel→AAC			

### Freeway Shuttle Bus

Freeway shuttle buses to Taipei City are located in both terminal 1 arrival reception area of southwest side and terminal 2 arrival reception area of northeast side. One way service is about NT\$130-150 (roughly US\$ 4.5)

### Taxi

Taxis at airport are 24hours available. Taxi Fare should be around NT\$1,500 (roughly US\$45), which is according to the meter in addition to a 50% surcharge (highway tolls not included).

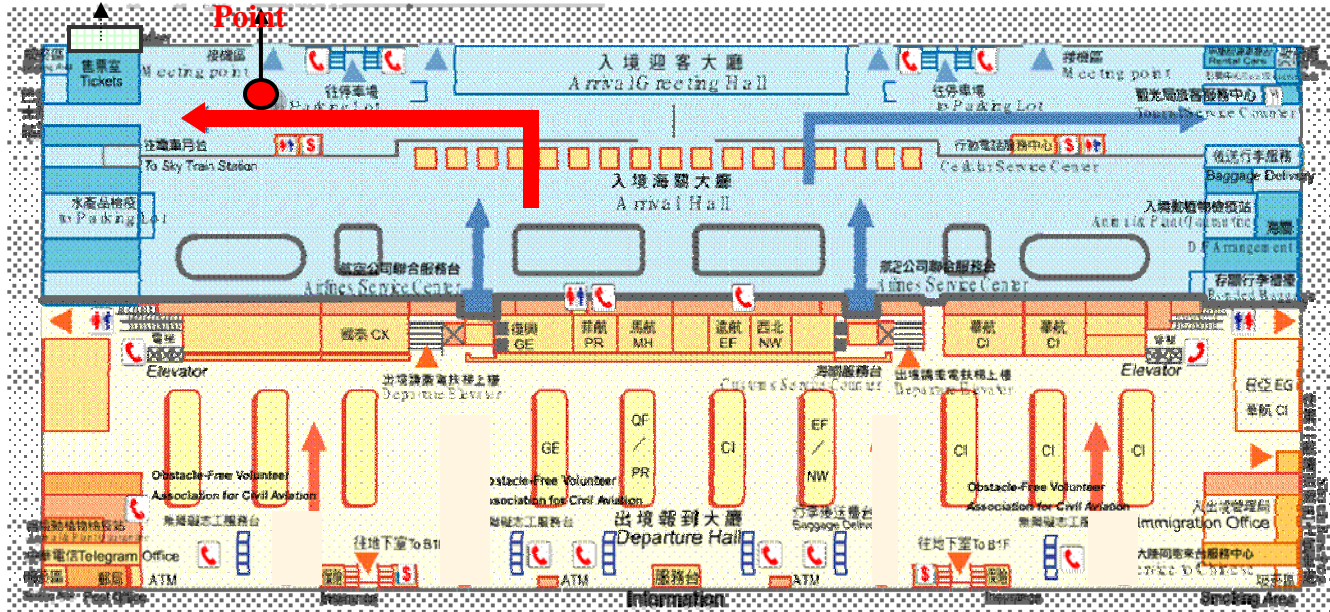
For more information, please go to the information desk.



**Shuttle Bus Stop**

**Terminal 1**

**Meeting Point**



**Shuttle Bus Stop**

**Terminal 2**

**Meeting Point**

