Dear Attendee

We can't wait to welcome you to the 2022 IEEE International Conference on Industrial Engineering and Engineering Management (IEEM). Our event is about two weeks away and we hope you are as excited as we are to attend. To help you prepare, here are some important event details, useful tips and planning considerations. In the meantime, please let us know if you have any questions.

Kindly,
IEEM2022 Onsite Team
Email: info@ieem.org Conference Website: www.ieem.org

1. **Conference Venue - Kuala Lumpur Convention Centre**

   a. Click Here for Directions & Transportation Guide:
   https://www.klccconventioncentre.com/visit/getting-to-the-centre

   b. Address: Jalan Pinang, Kuala Lumpur
   50450 Kuala Lumpur,
   Wilayah Persekutuan
   Kuala Lumpur, Malaysia

2. **Don't Forget!**
   a. Program Uses Malaysia Standard Time and is 8 hours ahead of Coordinated Universal Time (UTC+0:800).
   b. Oral presenters/Session Chairs to arrive at meeting room at least 15 minutes before session start time.
   c. Oral presenters, please be reminded to bring along your PowerPoint file in a thumb drive.
   d. Poster presenters who submitted your posters before 15th November for printing, poster collection at Help Desk on Friday, 9th December from 1pm.
   e. Poster presenters who did not submit your posters before 15th November, please be reminded once again to print and bring your own posters for your presentation.
   f. Technical visit attendees to take note that registration is from 11am – 1230pm on 7th December at Meeting Room 410. Kindly bring along a photo ID and the registration fee of 50 Malaysian Ringgit (cash only).

3. **Do Not Miss!**
   a. Conference Proceedings Download till 16 December 2022 (23:59 Hours)
      - Login with your email and password here: https://ieem.meetmatt-svr.net/
      - Click on "2022 Proceedings" on your user panel

   b. View/Download Conference Program Book: www.ieem.org
   Attendees may also collect the hard copy book at registration check-in

INFORMATION & SUPPORT – CONTACT IEEM SECRETARIAT
Meeting Matters International Pte Ltd ▪ Email: info@ieem.org ▪ Tel: (65) 6472 3108
Add: #06-23 ONE COMMONWEALTH, 1 Commonwealth Lane S149544, Singapore   Page **1** of **2**

c. [Search Presentations/View & Print Abstracts](#)
   The program book does not contain abstracts.
   If desired, you may print your own copy to bring along.

d. Key Timings & Events
   Program Uses Malaysia Standard Time and is 8 hours ahead of Coordinated Universal Time
   (UTC+0:800)

   WEDNESDAY 07 DECEMBER 2022

11am to 12:30pm	Technical Visit Registration & Payment, Level 4 Meeting Room 410 Note: Requires Photo ID for Security Clearance
1pm to 6pm	Technical Visit to Steelcase Malaysia (Registrants Only)
4pm to 6pm	Registration Check-in & Welcome Reception Level 3 Conference Hall 3

   THURSDAY 08 DECEMBER 2022

8am to 8:45am	Registration Check-in & Welcome Coffee/Tea with Snacks, Level 4
9am to 10:30am	Opening & Keynote Presentation Level 3 Plenary Theatre Auditorium
11am to 5:30pm	Oral Presentations, Level 4 Meeting Rooms

   FRIDAY 09 DECEMBER 2022

8am to 8:30am	Registration Check-in & Welcome Coffee/Tea with Snacks Level 4
8:30am to 3:30pm	Oral Presentations Level 4 Meeting Rooms
1pm to 3pm	Presenters – Collect/Put Up Posters Outside Level 4 Meeting Rooms
4pm to 5:30pm	Poster Presentations Outside Level 4 Meeting Rooms
6pm to 9pm	Conference Dinner, Best Paper Awards & IEEM2023 Level 3 Conference Hall 3 (Each Dinner Ticket On Name Badge Admits ONE Only)

   WELCOME COFFEE/TEA, BREAKS & LUNCH BUFFET - DAILY AT LEVEL 4

8am to 8:30am	Welcome Coffee/Tea with Snacks
10:30am to 11am	AM Coffee/Tea with Snacks
3:30pm to 4pm	PM Coffee/Tea with Snacks
12:30pm to 1:30pm	Lunch Buffet