

Dear participant of the 14th Annual International Conference on Information Technology & Computer Science, 21-24 May 2018, Athens, Greece:

We are preparing the logistics of the conference, so we would appreciate your full cooperation and help. Please take note of the following points, but also carefully read ATINER's acceptance policy at <https://www.atiner.gr/acceptance>, which includes information about accommodation arrangements at <https://www.atiner.gr/accommodation> and venue details at <https://www.atiner.gr/venue-details>. This will help you better prepare for your trip to Athens, as well as inform you about what to expect from ATINER.

1. **Conference Venue:** The conference will take place at the **Titania Hotel**, 52 Panepistimiou Avenue Athens, Greece (close to metro station Panepistimio). For any information regarding the conference venue, please send an email to info@atiner.gr or call +302103634210.
2. **Hotel Rooms:** If you have booked a hotel room using ATINER's registration form, you will not require a hotel voucher. A separate e-mail will be sent to you by ATINER's administration. It is important that you read the information provided at <https://www.atiner.gr/accommodation>.
3. **Transportation:** From Athens International Airport to Downtown Athens: 1) Metro line 3 (blue line) runs from Athens airport to Syntagma Square in the city centre, estimated cost: 10 euros; 2) Express Airport Bus connects with Athens City Center on a 24-hour basis, X95 (to Athens downtown "Syntagma"), estimated cost: 6 euros, www.oasa.gr; 3) Taxis: the taxi stand extends from Door 4 to Door 1 at the Arrivals Level of the Airport. Taxis from the airport to anywhere in the center are a fixed rate of 38 euros during the day and 50 euros at night.
4. **Conference Program:** The posted program (<https://www.atiner.gr/2018/2018PRO-COM.pdf>) is merely the first version and is subject to change. Because of this, it is important to collect the final program on Monday 21 May 2018 during registration, starting at 8:00 a.m. The absolutely final program will be available after the conference, and this is the one that will remain on our website. This version will include only those who actually presented their papers and chaired the sessions. Please check all of your entries to see if there are any mistakes. If you find one, send us an email so that we can correct it in the program.
5. **Paper Presentation and Participation:** If you present a paper, please make sure that your presentation does not exceed fifteen (15) minutes. If you want to use PowerPoint Presentations, please send your file to ppt@atiner.gr (title: com.Yourfamilyname) by Friday 18 May 2018 at the latest. In order to play it safe, please bring a hard copy, as well as one on a memory stick. There is no need to bring a hard copy for distribution, but you may do so if you wish. For younger participants, or for those who have never done a presentation in English, I would recommend that you first do a demo presentation in front of a friend. If it exceeds twelve (12) minutes, you will most likely exceed the target of 15 minutes at the conference. For those who speak English fluently, I would suggest that they speak slowly and clearly. This is a truly international conference. English is used as the mode of communication at this conference for convenience, without any political, social, or cultural connotations being attached to its usage. **All presentations and discussions are done only in English.** Bring with you a typewritten note of your personal details, no more than 5 lines, to give to the chairperson before your session begins. The chair does not read the note out loud, but s/he is able to familiarise themselves with relevant information about the presenter. Sometimes this helps to coordinate the whole process. Make sure you bring sufficient business cards with you to distribute to fellow conference participants. It helps with post-conference communication, as we do not provide such details to participants.
6. **Chairs:** If you have been selected to chair a session, please ask for the Chairperson's Report during registration. Chairpersons are administrators and not discussants or commentators on the papers presented in their session. They keep time and regulate the discussion period. In other words, if you are a chair, please do not ask questions to paper presenters or comment on their paper. You can do that at the break. If there are no questions at the end, please let the session end. Most of the conference discussions take place outside the conference rooms and during social events. This is very important to keep in mind, because we have had complaints in the past that some chairs act as discussants. If you do not agree with this type of chairing, please ask us to replace you.

7. **Social Events:** Please make sure you collect your vouchers for the events during registration, and do not ask for them during the event. All vouchers have a given number. Please write down or remember your voucher number in case you lose it; if you do this, we can still give you another one. Otherwise, you will have to pay again for the event. We make special arrangements to guarantee the quality of service that you receive from restaurants and places we visit. There is a cost, for which you will have already paid. In many cases, this cost exceeds the menu prices because of the higher quality service that we arrange.
8. **Athens Sightseeing: Old and New-An Educational Urban Walk:** The urban walk tour includes the broader area of Athens. Among other sites, it includes: Hadrian's Arch, the Temple of Olympian Zeus, the Acropolis – including the Propylaea, the Temple of Athena Nike, the Erectheion, and finally "the harmony between material and spirit," the monument that "puts order in the mind," the Parthenon. The program of the tour may be adjusted further, if there is a need beyond our control (e.g. a labour union's strike).
9. **Publications:** ATINER publishes a number of publications based on the conference presentations. First, it publishes an abstract book for each conference, with an ISBN number, which is uploaded immediately after the conference to our association's website, as well as a conference paper proceedings series, with an ISSN (ISBN) number, which includes only those papers actually presented at ATINER's conferences. Second, the presented papers are considered for publication in ATINER's Conference Paper Series, identified by an ISSN number. The publication decision depends on the outcome of a standard blind peer-review process, in which the manuscripts are evaluated by standard academic criteria of scholarly research. After the successful completion of the review process, an online version of the selected papers is published a few months after the conference on <https://www.atiner.gr/paper-series> (the average waiting time is six months). Third, the presented papers are peer-reviewed in order to be included in one of ATINER's books. Each of the books is assigned an ISBN number. This process normally takes up to 2-3 years (refer to <https://www.atiner.gr/publications> for a complete list of all the published books). Finally, a few selected papers (currently the acceptance rate is below 25%) are considered for publication in one of ATINER's English-only academic journals (see <https://www.athensjournals.gr/>). A journal publication might take from a minimum of three months up to one year to appear. **We would appreciate it if authors do not put time demands on ATINER's administration, as the whole process of publishing does not depend on them but on editors and reviewers who are themselves, like yourself, academics and researchers.** Please be advised that ATINER uses [software](#) to determine the percentage of original content in each paper. Only original papers are processed through the blind review process. It is the authors' responsibility to make sure that their paper has been submitted for publication to ATINER **only** and that it represents original research. There is no formal deadline for submitting a paper; however, we encourage submission one month before the conference. The review process starts as soon as the final paper is submitted and the author has provided formal declaration of consent for the publication. Currently, ATINER has a list of volunteers to review papers that includes more than 6000 academics from 150 different countries. This guarantees anonymity and geographical dispersion. An attempt is made to homogenize the review process, and reviewers' decisions are based on: (a) Research Design & Methodology, (b) Theoretical Background, (c) Review of the Relevant Literature, (d) Significance of Themes, (e) Relevance of Themes, (f) Clarity and Communication of Arguments Presented, (g) Clarity of Conclusions, and (h) Overall Quality of Analysis. In instances where two referees might have different opinions, the editor makes the final decision on whether the paper is accepted or rejected.
10. **Collaborations:** We encourage academic collaboration or involvement with our association. If you want to discuss such prospects, please let us know before you arrive in Athens so that an appointment can be arranged with an academic member or with our administration. Please note that ATINER is NOT a TEACHING INSTITUTE. It is an international association of academics. We have 2400 members from 116 different countries, and less than 1% of those members come from Greece. ATINER cannot provide funding for any educational or research activity, but it can assist its members and friends in applying for external funding.
11. **Athens:** Here are a few words about Athens that may be useful if you are a first time visitor. This city was designed 2,500 years ago. It is relatively safe (according to European statistics, it is one of the safest capitals in Europe), but also is the third dirtiest (especially downtown where the conference takes place) in Europe, after London and Paris. On the latter issue, many Greeks, including some visitors to Athens, are working very hard to surpass these other

two historical cities. Also, for conferences that take place in downtown (centre) Athens please be prepared to face traffic, noise, pollution, demonstrations and all kind of “revolutions” by small groups of people, usually University students. There are common (everyday) phenomena since antiquity. Useful general information can be found at <http://www.thisisathens.org>, an official website for the city of Athens. The total population of Athens is close to 6 million, which includes all kinds of people from many different countries of the world.

12. **Taxi Drivers:** Famous last words: Athenian taxi drivers are perfect people, when they don't drive a taxi. As human beings, they make mistakes when they deal with money. Even though no hard evidence is available, those mistakes are always to the detriment of their customers. So PLEASE, at the airport or anywhere else, if you take a taxi, BE WELL PREPARED. Give the taxi-driver a typewritten note of the hotel, or other destination, and its address. Make sure that you get a clear receipt. Tell him that you need one for your company/university in order to get reimbursed. As you enter the taxi, make a note of its license plate number. If you fall in love with the driver, this would be the only way we can find him/her. If you hate taxi-drivers, take an airport bus or the metro. You do not save money if you take a bus and then a taxi. In general, the cost of a taxi is very cheap in Athens, but NEVER pick a taxi from the street; this is a sport that only Athenians are able to play, and not all of them play it very well. Always call for a taxi, or ask someone else to do it for you, e.g. hotel, restaurant, etc. There might be an additional small charge when you call a taxi.
13. If you are curious how Greece, Greeks, and Democracy were created please click [here](#). Warning: If you hate Aristophanes, please do not read it. You will be offended!

See you in Athens, and have a nice trip!

Gregory T. Papanikos
President
ATINER