INCOM2012
(14th IFAC Symposium on Information Control Problems in Manufacturing)

Bucharest, Romania May 23-25, 2012

GENERAL INFORMATION

The conference will be held in Bucharest, at Athenee Palace Hilton Bucharest Hotel and the host of the event will be The University Politehnica of Bucharest, the largest technical university in Romania.

CONFERENCE VENUE

Athenee Palace Hilton Bucharest Hotel
Adresse: 1-3 Episcopiei St., District 1, Bucharest, Romania 010292
Tel: 0040-21-303-3777
Fax: 0040-21-315-2121
Web site: Athenee Palace Hilton Bucharest Hotel

To see how reach conference location press here.

ABOUT THE SYMPOSIUM

After Vienna (2001), Salvador de Bahia (2004), Saint-Etienne (2006) and Moscow (2009) INCOM 2012 is hosted in Bucharest by the CIMR Centre of the University Politehnica.

The 14th edition of IFAC's triennial symposium INCOM aims at bringing together researchers from academia and industry all around the world, to present their most recent scientific results and developments in the fields of Industrial Engineering, Automatic Control, Computer Science and Information Technology applied to Manufacturing Systems.

INCOM is worldwide recognized as one of the leading IFAC conferences promoting research in the fields of Industrial Engineering, Automatic Control, Computer Science & Engineering and Information Technology applied to Manufacturing Systems. The INCOM symposia attract a large number of outstanding scientists worldwide, offering a forum to discuss and promote the most recent scientific results and implementing solutions through interdisciplinary knowledge transfer.

The theme of the INCOM’12 Symposium is “Advanced Control for Smarter Manufacturing”, bringing into discussion the state-of-the-art and progress for sustainable manufacturing. From bio-inspiration to virtual enterprise management, new theories will be presented which improve manufacturing engineering practices. In the tradition of the INCOM symposia there will be included applications of optimization methods and automation, information and communication technologies for the control of manufacturing plants and supply chains integrated within the e-enterprise. The entire product, process and resource life cycles are covered by the scientific topics from design and implementing, through operating and maintenance, to supply, distribution and service.

More details about congress, you can find on the site www.incom12.ro

LANGUAGE

English is the official language of the conference.

OFFICIAL TRAVEL AGENT

Anchor Travel is the Official Travel Agent of 14th IFAC Symposium on Information - Control Problems in Manufacturing. Anchor Travel will handle travel, transport, accommodation and arrangements of the exhibitors and visitors.

Our staff is dedicated to providing professional and personalized services to all of our clients from all over the world. Anchor Travel is pleased to welcome you to Romania and to offer special reduced rates. The hotels offers are located in Bucharest (at the conference venue and in the near by area). We strongly recommend that hotel accommodation is booked early and will be happy to be of assistance in all matters concerning hotel reservations for the Conference.
**HOW TO MAKE A RESERVATION**

In order to get the negotiated convention rates, the recommendation for participants is to make their reservations through the official travel agent, Anchor Travel, at the hotels mentioned.

Click on the [Hotel Accommodation / Tours Registration Form](#). Participants are recommended to reserve accommodation till **March 1st, 2012**. After this deadline, requests will be accepted, however, hotel rooms are subject to availability and cannot be guaranteed; when making the reservation, please also indicate an alternative hotel/second choice hotel in case your preferred one is fully booked.

Confirmations will be sent by e-mail. If you do not receive any confirmation within 14 days, please contact us. Your request and acceptance of our conditions is considered firm and the cancellation conditions apply as soon as a room has been booked.

No shuttle service will be provided by the conference from the airport to the hotels or from the hotels.

**Reservation** including 1 night deposit must be received by **March 1st, 2012**.

**Full prepayment** must be received by **May 01, 2012**.

**CANCELLATION / CHANGE OF RESERVATION**

Cancellation or changes must be notified in writing (email or fax) to Anchor Travel. Cancellation or changes made by phone cannot be accepted.

Please do not contact the hotels directly as reservations are held by Anchor Travel. In case of later arrival other than reserved please inform Anchor Travel.

Cancellation will be charged according to the cancellation conditions below:

- For hotel reservation cancelled before March 1st, 2012 full deposit will be refunded less EUR 10,- (handling fee)
- After March 1st, 2012 deposit of 1 night will be charged
- After May 1st, 2012 all nights as reserved will be charged and no refund will be made (Anchor Travel holds the right to charge your credit card for all nights booked OR not to refund the full pre-payment). No refunds will be made for No show reservations or for early departures

Anchor Travel holds the right to cancel any room reservations for which full payment or deposit payment has not been received by the agency on the due date. For such cancelled rooms, below cancellation conditions will apply.

**PAYMENT CONDITIONS**

**Full pre-payment** can be made by a credit card or a bank transfer (1 night is not refundable after **March 1st, 2012** and the full prepayment will be charged in case of cancellation after **May 01st, 2011**).

**BANK TRANSFER**

Bank transfer will be accepted until **April 25th, 2012** only. Please forward a copy of the transfer stating the participant's name. A **full payment free of any bank charges must be received by Anchor Travel**. All extras must be settled directly with the hotel upon departure.

Please make sure that the name of the participant is mentioned on the bank transfer. Unidentified bank transfers cannot be processed. We request that you do not use the bank transfer facility after 20th of April 2012. For international bank transfers, the IBAN code is essential.

**Anchor Travel Banking details** (for the bank transfer):

Name of the bank: ING BANK Kiseleff
Bank Address: Sos. Kiseleff nr.11–13, sector 1, Bucharest, Romania
IBAN Number: (EUR) RO 11 INGB0001008199000710 (USD) RO 54 INGB0001008199004010
Account Number: 9000710 9004010
SWIFT: INGBROBU
Beneficiary: Anchor Travel Emile Zola St. 3, district 1 Bucharest Romania

**CREDIT CARD PAYMENT**

With reference to the worldwide general terms please be aware that your credit card will be charged in currency valid in country of the origin, i.e. Romanian Leu (RON) and hereinafter converted back to the currency of your account which may result in slightly higher total charge than stated in EUR.

Please enter all relevant information on the online accommodation form and sign for authorisation. It is also imperative that the credit card holder name is clearly mentioned if it differs from the guest name.
CONFIRMATION OF RESERVATION / HOTEL VOUCHER AND FINAL BILL

After completing the hotel booking, participant will receive a notification that reservation request was received. Confirmation of the hotel booking (a hotel voucher) will be issued only after the deposit/prepayment is received and will be sent to the participant by email together with an invoice. This invoice will act as a contract, and once issued, payment and cancellation conditions apply. Hotel voucher should be presented to the hotel reception during check-in. Final bill will be issued by ANCHOR TRAVEL and the respective hotel (for the extras). Most of the hotels will issue the bill in local currency (RON) according to the daily exchange rate stated by the Romanian National Bank.

Hotel reservations will only be confirmed by the Anchor Travel upon receipt of the deposit payment (see payment section). Upon presentation of the voucher to the hotel, the accommodation payment will be deducted from the hotel invoice.

CHECK-IN / CHECK-OUT

Check-in varies from noon until 14.00. Early check-in can be requested, however cannot be guaranteed. The room is subject to the room availability on the day of arrival. Check-out is generally at noon (in some hotels as of 10.00). Late check-out is also subject to the room availability and some hotels may charge a day rate. The clients are required to report to front office desk, upon check-in, a valid credit card for extra charges.

GROUPS HOTEL RESERVATIONS / TRANSFERS / TOURS AND SIGHTSEEINGS OR OTHER REQUESTS

Anchor Travel offers the possibility to organize transfers from and to the airport of both Aurel Vlaicu Airport and Henri Coanda Airport.

For further information about any local transfer requests, please feel free to contact Anchor Travel.

Anchor Travel is at your complete disposal for suggestions and organization of any social activities outside the conference facilities and program also for accompanying persons. Please note that optional tours have a minimum number of participants requested.

For group reservations (more than 10 rooms) please contact ANCHOR TRAVEL with a separate request at incom12@anchor-travel.ro or call +4021/529.77.51-3.