

# **POWER-GEN** ASIA<sup>®</sup>

7-9 Octobre 2009  
IMPACT Exhibition & Convention Centre – Bangkok, Thailand

## **SPEAKER KIT - GUIDELINES**

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## Deadlines:

DUE DATE	ITEMS DUE
As soon as possible	<ul style="list-style-type: none"><li>• Speaker registration form</li><li>• Speaker biography</li><li>• Materials release form</li></ul>
Friday 17 <sup>th</sup> July 2009	<ul style="list-style-type: none"><li>• Submit final manuscript</li></ul>
Friday 11 <sup>th</sup> September 2009	<ul style="list-style-type: none"><li>• Submit final of power point presentation</li></ul>

## GENERAL INFORMATION

### Contact Information

If you have any questions or need additional information regarding this Speaker Kit or POWER-GEN Asia in general, please contact:

Mathilde Sueur

Conference Manager, POWER-GEN Asia 2009

PennWell Corporation

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**E-mail:** [speakerpga@pennwell.com](mailto:speakerpga@pennwell.com) or [mathildes@pennwell.com](mailto:mathildes@pennwell.com)

### Registration Information

As a presenter at POWER-GEN Asia 2009 you are entitled to a FREE three-day delegate registration. This complimentary registration includes:

- Entrance to the POWER-GEN Asia conference sessions and the exhibition floor on all three days of the event as well as the entrance to the co-located event Renewable Energy Asia 2009.
- Lunch tickets
- Access codes to the conference proceedings website

To ensure that you are registered, and that we have all your correct contact details please complete the **online Speaker Registration** forms as soon as possible.

To complete your speaker registration forms, please follow the link:

[http://forms.events.pennnet.com/fl/forms/pga/sk/speaker\\_kit.cfm](http://forms.events.pennnet.com/fl/forms/pga/sk/speaker_kit.cfm)

Once I will have received your completed Speaker Registration forms you will automatically be registered for the conference.

Please remember that by completing your Speaker Registration forms, you agree and commit yourself to:

- Sending all the required documents on time (registration forms, biography, final paper, presentation)
- Attending the speaker briefing on the day of your presentation
- Attending your session and giving your presentation

- Suggesting another speaker, in the eventuality you are not able to participate

**Please note that the late withdrawal of your paper/presentation will affect the eligibility of you and your company's abstract(s) for future POWER-GEN Asia and PennWell events.**

### **Hotel Accommodation**

If you require any assistance with your hotel or flight bookings we have a nominated hotel agent who can assist you with these matters.

PennWell has negotiated special rates with few hotels in Bangkok. You can find the list of hotels and the booking form on the POWER-GEN Asia website: [www.powergenasia.com](http://www.powergenasia.com)

### **Arrival at the IMPACT Exhibition & Convention Centre**

Information on how to get to the IMPACT Exhibition & Convention Centre will be published in the Pre-Show Guide and on the POWER-GEN Asia website [www.powergenasia.com](http://www.powergenasia.com)

When you arrive to the IMPACT Centre, please go to the Speaker Registration Desk within the Registration Area to collect your badge in order to access the exhibition and conference areas. As speaker, you will already be registered and your badge should be ready for you to pick up at the desk.

A conference information desk (open during conference hours) will be situated in the conference area. If you have any questions when you arrive, please visit the conference information desk and one of my colleagues or I will assist you.

### **Speaker Briefing**

Speaker briefing sessions are scheduled in order for you to meet your session chair and other speakers in your session. It is **essential** that you attend the briefings, as you will learn of last-minute changes and details to help you make your presentation. The briefings will take place in the conference area and details of your session briefing will be emailed to your nearer to the time of the conference. Breakfast will be on offer for the morning sessions and lunch will be available for the afternoon sessions. After your briefing, you will get a chance to visit the conference room prior the start of the session, for last minute preparations.

Your letter of acceptance has details of the name and time of the session in which you are speaking. Please consult the table below to see which briefing you should attend:

<b>Session Date:</b>	<b>Speaker Briefing:</b>
Wednesday 7 <sup>th</sup> October - Afternoon	Wednesday 7 <sup>th</sup> October - <b>12:30 - 13:30</b>
Thursday 8 <sup>th</sup> October - Morning	Thursday 8 <sup>th</sup> October – <b>08:00 – 08:45</b>
Thursday 8 <sup>th</sup> October - Afternoon	Thursday 8 <sup>th</sup> October - <b>12:30 - 13:30</b>
Friday 9 <sup>th</sup> October - Morning	Friday 9 <sup>th</sup> October– <b>08:00 – 08:45</b>

### **Onsite Checklist**

- Remember your CD/USB stick, backup disks, speaker notes and a copy of your presentation/manuscript.
- Pick up your speaker badge from the Speaker Registration Desk within the registration area.
- Attend the speaker briefing within the conference area at the appropriate time.

- Visit the conference room prior to your session and meet a technician to show you how to use the audiovisual equipment.

## **PREPARING YOUR MANUSCRIPT**

### **Manuscript Criteria**

Please take notice of the following criteria for your manuscript:

- Your manuscript should not exceed 20 pages (including all graphics & photos)
- Your manuscript should reflect current or potential problems
- Your manuscript should reflect new information or treat new developments
- Your manuscript should not be too general but rather specific
- Your manuscript should not be sales orientated
- Your manuscript should be written in English
- Your manuscript should not have been presented at any other conference before, unless it contains new information and is adapted to the audience in question

### **Manuscript Format And Layout**

- Please prepare your manuscript in Microsoft Word
- Please use 1.5 line spacing
- Set all margins at 1 inch (2.5 cm) (top, bottom, left and right)
- Please use single column format (do not use multiple columns)
- Your manuscript should be typed in letter type **Times New Roman 12pts**
- For the 1st page of your manuscript, please use **bold centered Times New Roman 24 pts** for the manuscript title, author name, author company and author country
- Please use blank white background

## **SUBMITTING YOUR MANUSCRIPT**

### **How To Submit Your Manuscript**

You **MUST** submit your manuscript on or before ***Friday 17<sup>th</sup> July 2009***.

When you are submitting your manuscript, please follow these steps:

- Save the manuscript in Word (If you do not work with this software package, please save the document as a 'text only' file)
- Attach your manuscript to the e-mail and send to [speakerpga@pennwell.com](mailto:speakerpga@pennwell.com) and to your session chair
- Indicate your ID number in the subject field of your e-mail.

**All final manuscripts will be placed on the Conference Proceedings Website. Please assist me to make this proceedings complete by making sure that you keep to the final manuscript deadline.**

**Please note that failure to submit your manuscript may result in you being withdrawn from the conference and will affect the eligibility of you and your company's abstract(s) for future POWER-GEN Asia and PennWell events.**

### **Conference Proceedings and Subsequent Publishing**

The conference proceedings for POWER-GEN Asia will be published in English on a website, which access codes will be made available to all speakers, chairpersons and three-day delegates. All final manuscripts will be published on these proceedings. Please ensure that you submit your final manuscript by the deadline date to ensure inclusion.

Authors who wish to have their manuscript published in a trade press or have reprints made for distribution should ensure that they keep a copy of the manuscript. PennWell will not act as an intermediary. Authors may have their manuscript included in the trade press and/or distribute reprints provided:

- Publication or distribution does not occur before the presentation at POWER-GEN Asia 2009.
- POWER-GEN Asia 2009 is mentioned in subsequent reprints.

## **PREPARING AND MAKING YOUR PRESENTATION**

### **Presentation Length and Timings**

Typically, most sessions at POWER-GEN Asia feature three or four presentations. Each presentation should be 25 minutes in length when only three presentations are in the session, and only 20 minutes in length when there are four presentations in the session. This time allocation includes time for you to prepare, your chair to introduce you, and for audience questions and answers. Please refer to your acceptance letter for confirmation of your presentation length.

Please note that the schedule for the conference is very tight, so please try to keep your presentation within the allocated time. If you are unable to conclude your presentation before the time expires, a graceful conclusion is to tell your audience that you will be available after the session to continue. Keeping to schedule is a must. Session chairs have the right to cut short any presentations, which over run by an unacceptable degree.

### **Your Presentation Using PowerPoint / Audio Visual Equipment**

The preferred format for your presentation is to have electronic slides in PowerPoint and to use a data projector for projection. Your presentation will be required in advance of the event in order to make the necessary arrangements for downloading your file on to the computer in your conference room. Onsite, during your speaker briefing session you will have the opportunity to update your presentation if required.

Please submit your PowerPoint Presentation to [paperspga@pennwell.com](mailto:paperspga@pennwell.com) **by Friday 11<sup>th</sup> September 2009**

When sending your presentation by email, please indicate your ID number in the subject box.

### **Technical Requirements:**

- If you plan to use a different presentation format i.e. overhead slides, please inform Mathilde Sueur in advance.
- Do not include live links to the Internet. If wishing to show web pages use still snapshots.
- You must also inform Mathilde Sueur if your PowerPoint presentation contains audio, video or unusual files
- Presentations will be saved and run from a computer in the session room. You will still be in control of moving your slides back and forth.
- You are strongly advised to bring a CD/USB with your presentation on (PLEASE BRING AT LEAST ONE BACKUP CD/USB IN CASE OF ERRORS).

### **Each conference room will be equipped with the following audiovisual equipment:**

- Computer and data projector (for computer generated presentations)

- One microphone at lectern
- One head table with 3 microphones
- One laser pointer

If you have any additional audiovisual requirements please contact Mathilde Sueur at [speakerpga@pennwell.com](mailto:speakerpga@pennwell.com) or mathildes@pennwell.com.

## **Presentation Style and Content Considerations**

### **PLEASE READ THE FOLLOWING POINTS VERY CAREFULLY.**

Speakers/panelists who represent suppliers **MUST** avoid commercial announcements. Delegates can receive this information from a salesperson in the comfort of their offices at no charge. They will not appreciate sitting through a sales pitch, and this will reflect negatively on both your organization and the conference. Speakers who use formal sessions as a platform for blatant sales promotion risk exclusion from future conferences.

POWER-GEN Asia attendees come to the conference with a common, yet high set of expectations. Listed below are some presentation suggestions that will help your presentation delivery and help you to relax, feel confident and assure your attendees that you are prepared and focused on their learning.

- Organise your thoughts by preparing note cards to keep yourself on track.
- Rehearse to be sure that you have enough time to cover all your material and allow time for interaction with your audience. Use your audio-visuals and notes when you rehearse so that you are comfortable with them.
- Do not deliver a speech by reading your notes' this will put your audience to sleep.
- Practice speaking loudly, clearly and slowly enough to be understood. Repeat important points.
- Develop at a natural pace so that you exude comfort and confidence.
- Be sincere. Show interest in the individuals and have fun.
- Arrive early to check your equipment and handouts. Start on time and end on time.
- Have a strong opening and strong closing.
- Begin your presentation by stating the objectives of the session.
- Make eye contact with the audience. Avoid looking at the floor, back wall, or ceiling. Remember to look for indications of interest from the audience, a raised hand or a change in facial or body expression.
- Avoid standing in one spot. Walk through the room and address individuals when possible.
- If attendees come into the session in the middle of the presentation, quickly invite them to be seated rather than stand around the room.
- When fielding questions - listen, repeat the question for the audience and respond.
- Ask questions early to stimulate the attendees and create the climate of participation immediately.
- Use audiovisuals to reinforce ideas and to accommodate different learning speeds and language barriers.
- Refer to case studies, research, and other facts to validate information. Minimise the use of theory.
- Summarise at the end of the presentation and close with a memorable idea that leaves the attendee with a positive impression.

A tutorial on how to make a powerful presentation is available in the speaker section of the POWER-GEN Asia website [www.powergenasia.com](http://www.powergenasia.com)