

# **POWER-GEN** ASIA<sup>®</sup>

2<sup>nd</sup> – 4<sup>th</sup> Novembre 2010  
Marina Bay Sands Convention Centre, Singapore

## **SPEAKER KIT - GUIDELINES**

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## **IMPORTANT DEADLINES:**

<b>DUE DATE</b>	<b>ITEMS DUE</b>
<b>Friday 21<sup>st</sup> May 2010</b>	<ul style="list-style-type: none"><li>• Speaker registration form</li><li>• Speaker biography</li><li>• Materials release form</li></ul>
<b>Friday 3<sup>rd</sup> September 2010</b>	<ul style="list-style-type: none"><li>• Submit final manuscript</li></ul>
<b>Friday 1<sup>st</sup> October 2010</b>	<ul style="list-style-type: none"><li>• Submit final of power point presentation</li></ul>

Please submit all papers and presentations to [speakerpga@pennwell.com](mailto:speakerpga@pennwell.com)

**The Advisory Board of POWER-GEN Asia reserves the right to cancel presentations where authors have failed to comply with the stated deadlines**

## **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:

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### **Registration Information**

As a presenter at POWER-GEN Asia 2010 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 2010.
- Lunch tickets
- Access to the Conference Proceedings Website (log in details available at the sponsors booth)

Only the speaker will receive the three-day complimentary delegate pass. Any authors will have to register online.

To ensure that you are registered, and that we have all your correct contact details please complete the **online Speaker Registration** forms by **Friday 21<sup>st</sup> May 2010**.



Once we have received your completed Speaker Registration forms you will automatically be registered for the conference. You may well receive emails from our marketing team asking you to register, please disregard the request.  
**YOU DO NOT NEED TO REGISTER AGAIN**

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.**

### **Arrival at the Marina Bay Sands Exhibition & Convention Centre**

Information on how to get to the Marina Bay Sands 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 at the Marina Bay Sands, 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 somebody will be there to assist you.

### **Speaker Briefing**

A Speaker briefing will be arranged, lasting for around an hour prior to your session, in order for you to meet your session chair and other speakers in your session. It is **essential** that you attend the briefing, 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 confirmed 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>
Tuesday 2 <sup>nd</sup> November - Afternoon	Tuesday 2 <sup>nd</sup> November - <b>12:45 - 13:45</b>
Wednesday 3 <sup>rd</sup> November - Morning	Wednesday 3 <sup>rd</sup> November – <b>08:00 – 08:45</b>
Wednesday 3 <sup>rd</sup> November - Afternoon	Wednesday 3 <sup>rd</sup> November - <b>12:45 - 13:45</b>
Thursday 4 <sup>th</sup> November - Morning	Thursday 4 <sup>th</sup> November – <b>08:00 – 08:45</b>

## **Liaison with your session Chairman**

Your session chairman has responsibility for your session and may offer advice to you about your presentation. Please be receptive to this advice. You are encouraged to make contact with you session chair in the weeks proceeding the conference to discuss the session. You will also meet the chair and other speakers over breakfast or lunch at the speaker briefing.

The name and details of your chair are listed on you acceptance e-mail.

## **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.

## **Hotel Accommodation**

PennWell will propose a list of recommended hotels shortly. Please check the event website regularly for any updates : [www.powergenasia.com](http://www.powergenasia.com)

# YOUR MANUSCRIPT / PAPER

## PREPARING YOUR MANUSCRIPT/PAPER:

All authors who have had abstracts selected for POWER-GEN Asia are asked to develop a full manuscript or conference paper for publishing in the conference proceedings.

### 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 issues or potential problems and challenges
- 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

**The quality of your manuscript will be judged for the 'Best Paper Awards'**

### Manuscript Format and Layout

- Please prepare your manuscript in Microsoft Word
- Please use 1.5 line spacing
- Set all margins at 1 inch (2.5cm) (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 centred Times New Roman 24 pts for the manuscript title, author name, author company and author country
- Please use blank white background

## SUBMITTING YOUR MANUSCRIPT/PAPER:

### How To Submit Your Manuscript

You **MUST** submit your manuscript on or before ***Friday 3<sup>rd</sup> September 2010.***

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. **Details of this are listed in your acceptance letter**
- Indicate your **ID number** in the subject field of your e-mail.

Your session chairman will review your manuscript and ensure that it follows the criteria shown above. Any feedback will come directly from your session chair.

**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.**

**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.**

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

The POWER-GEN Asia conference proceedings will be published in English on a secure website, which will be made available to all speakers, chairpersons and three-day delegates. All biographies, photographs and final manuscripts will be published on these proceedings. Therefore, please ensure that you submit your forms by the deadlines to ensure inclusion. After the event the website will be updated to include all final PowerPoint presentations from the conference, except where speakers have requested us not to post these. All uploaded papers and presentations will be converted to a secured PDF document.

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 their 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 2010.
- POWER-GEN Asia 2010 is acknowledged as the conference where the paper was first presented in subsequent reprints.

# PREPARING AND MAKING YOUR PRESENTATION

**All Presentations should be written and presented in ENGLISH**

## **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.

To enable the conference to run smoothly we ask that you keep within your allotted time. Your designated conference chairperson has the right to cut short any presentation that they feel has over run by an unacceptable degree. 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.

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

The required 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 for review by your session chairman and 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 1<sup>st</sup> October 2010**

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

### **Technical Requirements:**

- Please do not include live links to the Internet. If wishing to show web pages use still snap shots.
- If your PowerPoint presentation will contain audio, video or unusual files please inform the conference manager via email (below) to enable us to provide the correct software onsite: [speakerpga@pennwell.com](mailto:speakerpga@pennwell.com)
- 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 back-up CD/USB containing your presentation.

### **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)

You are also encouraged to use the POWER-GEN Asia standard PowerPoint template available to download at [www.powergenasia.com](http://www.powergenasia.com) under the conference tab.

## **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. This will reflect negatively on both your organization and the conference. Speakers who use formal sessions as a platform for blatant sales promotion risk being asked to stop their presentation by the chair and exclusion from future conferences. You are also asked to limit the use of your company logo on your presentation slides.

### **Advice on Presenting**

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.
- 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)