

Health and Safety 2012 Speakers' Checklist

Thank you for agreeing to take part in RenewableUK Health & Safety 2012. Our eighth annual event focusing on health and safety in the wind, wave and tidal energy sectors will be held on Wednesday 1st February at the Hilton Hotel Deansgate, Manchester.

There will also be a pre-conference networking reception at the same venue on Tuesday 31st January from 19.00 – 21.00. Buffet food and drinks will be served here.

Please visit the event website - <http://www.renewable-uk.com/events/health-safety-conference/index.html> - for all details of the conference and exhibition, including the date, time and further details of your session.

We now need to ensure that we make the time as productive for you as it will be for the estimated 400 + conference delegates expected at the event. To help us help you, could you please attend to the details in the checklist below.

1. PROVIDE INFORMATION FOR THE PRINTED CONFERENCE PROGRAMME – COMPULSORY

Please email the following information to Sarah.Harper@RenewableUK.com by latest **Thursday 22nd December** as you wish it to appear in the conference programme:

- Your name, job title and company name
- Presentation title (not applicable to session chairs)
- A brief summary of your presentation (max 100 words; not applicable to session chairs)
- A brief biography (max 100 words; applicable to all)
- A high resolution photo (please note photos copied from websites are unsuitable)
- Your postal address
- Please also provide a mobile telephone number that we can contact you on the day in case of any urgent issues. This will not be distributed to anyone outside of RenewableUK and will not be printed in the conference programme.

2. REGISTRATION – NO ACTION REQUIRED

RenewableUK will ensure that your name badge is ready for collection from the registration desks on site. No materials will be sent out in advance of the event. As with all RenewableUK events, speaker passes are complimentary. Your name will be automatically added to the guest list for the pre-conference reception.

For any registration queries, please contact our registration team at Ten Alps – email RenewableUK@tenalps.com or telephone +44 (0)20 7878 2481.

3. PREPARE YOUR PRESENTATION

You will be allocated a maximum of **15 minutes** to speak. Please do not speak for longer than the time allocated to you to ensure that other presenters have time to speak, and to allow time for questions at the end of your session.

If you are giving a presentation, it must be PowerPoint based. Please contact Sarah Harper at RenewableUK as soon as possible if you have any other requirements, including movie or sound files.

The audience will be 'mixed ability', which presents a special challenge for you as a presenter. Some delegates will know their specialist subject very well, others less so. However, we encourage our presenters to be controversial and informed which is why we're pleased to have you in the programme. If you have any queries about the content of your presentation, please contact Chris Streatfeild on +44 (0)20 7901 3017 or via email Chris.Streatfeild@RenewableUK.com.

We're looking for 'state of the art' knowledge and insight, strong views and content that will be referred to after the event. Please note that all sessions will be audio recorded for distribution after the event. If you would prefer your presentation not to be published post-event, or if you wish to submit a different version of your PowerPoint presentation, please inform Sarah Harper before **Friday 27th January 2012**.

If you are a session chair, your role is to briefly introduce the session and each speaker, and to ensure that the session runs to time. Most sessions will have an average of 4 presentations of 15 minutes each, with questions from the floor at the end.

4. SUBMIT YOUR PRESENTATION IN ADVANCE

We will need your presentation in advance, to allow the audio-visual technician to pre-load and check for any technical problems. You will need to send your presentation to Sarah Harper at RenewableUK, either by email to Sarah.Harper@RenewableUK.com, or post it to Sarah Harper, RenewableUK, Greencoat House, Francis Street, London, SW1P 1DH to arrive on or before **Friday 27th January**.

If the file is large, please email it to renewableuk@googlemail.com and **copy** in Sarah.Harper@RenewableUK.com. Sarah will send you confirmation when your presentation has been received. If you do not receive confirmation, please assume that your presentation has not been received and contact Sarah before **Friday 27th January**.

All presenters are required to bring a spare copy to the event on a CD or USB memory stick in case of technical problems. RenewableUK cannot accept responsibility for any technical problems that result from presentations not being sent and checked in advance.

5. ON THE DAY

Please ensure you arrive to your session room at least 10 minutes prior to the start of your session, to meet the other speakers and your session chair.

6. ONLINE CONFERENCE PROCEEDINGS

The full conference proceedings including PDF versions of your Powerpoints will be posted online as soon as possible after the event. If you have any concerns over the publication of your presentation, please contact Sarah Harper at RenewableUK as soon as possible. Unless otherwise informed, RenewableUK will assume that all presentations can be published online post-event.

7. TRAVEL AND ACCOMMODATION

RenewableUK is unable to provide travel or accommodation for speakers.

Venue: Hilton Manchester Deansgate
303 Deansgate
Manchester, M3 4LQ

Accommodation: If you would still like to book accommodation, please contact Visit Manchester on 0871 2262 467 or ABS@marketing-manchester.com



Travel: The Hilton Manchester Deansgate is situated just a few minutes from Piccadilly and Victoria train stations and 25 minutes from Manchester International Airport.

Further information can be found online here:

http://www.renewable-uk.com/events/health-safety-conference/travel_and_accomodation.html

8. EXHIBITION and SPONSORSHIP OPPORTUNITIES

If your organisation has not booked a stand at the Health & Safety Conference 2012, you can view further details and book online here:

<http://www.renewable-uk.com/events/health-safety-conference/exhibitor.html>

Or contact Cassandra Gray at Cassandra.Gray@RenewableUK.com or call +44 (0)20 7901 3015.

Sponsorship provides an excellent opportunity to promote your company's products and services. To view remaining opportunities please visit the event website here:

<http://www.renewable-uk.com/events/health-safety-conference/sponsorship.html>

Or contact Simon Becker at Simon.Becker@RenewableUK.com or +44 (0)20 7901 3032.

9. QUERIES?

If you have any queries about any aspect of the event, please contact:

Sarah Harper, Events and Marketing Officer at RenewableUK

Direct line Tel: +44 (0)20 7901 3036

Reception Tel: +44 (0) 7901 3000

Email: Sarah.Harper@RenewableUK.com

Fax: +44 (0)20 7901 3001

We look forward to welcoming you to Manchester this February and would like to take this opportunity to thank you in advance for your time and effort in contribution to the success of the event.

<http://www.renewable-uk.com/events/health-safety-conference/index.html>