

# RenewableUK Offshore Wind 2011 Speakers' Checklist

Thank you for agreeing to take part in the RenewableUK Offshore Wind Conference 2011. Our tenth annual event focusing on offshore wind will be held on Wednesday 29<sup>th</sup> - Thursday 30<sup>th</sup> June at the ACC (Arena and Convention Centre) Liverpool.

Please visit the event [website](#) for all details of the conference, exhibition and social events, 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 600+ 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 [s.harper@renewable-uk.com](mailto:s.harper@renewable-uk.com) by latest **Friday 6<sup>th</sup> May** 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

As with all RenewableUK events, speaker passes are complimentary only for the day you are speaking. 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. Your name will be automatically added to the guest list for the networking reception.

For any registration queries, or to purchase an additional day's pass, please contact our registration team at Ten Alps: email [RenewableUK@tenalps.com](mailto:RenewableUK@tenalps.com) or telephone +44 (0)20 7878 2481

## 3. PREPARE YOUR PRESENTATION

Unless you are speaking in a panel debate, 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.

If you are participating in a panel debate session, you will receive additional separate guidance on your session.

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.

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 **Thursday 23<sup>rd</sup> June 2011**.

If you have any queries about the content of your presentation, please contact Paul Reynolds on +44 (0)20 7901 3018 or via email [p.reynolds@renewable-uk.com](mailto:p.reynolds@renewable-uk.com).

#### **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 [s.harper@renewable-uk.com](mailto:s.harper@renewable-uk.com), or post it to Sarah Harper, RenewableUK, Greencoat House, Francis Street, London, SW1P 1DH to arrive on or before **Thursday 23<sup>rd</sup> June**. If the file is large, please email it to [renewableuk@googlemail.com](mailto:renewableuk@googlemail.com) and **copy** in [s.harper@renewable-uk.com](mailto:s.harper@renewable-uk.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 **Thursday 23<sup>rd</sup> June**.

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. INFORMATION FOR SESSION CHAIRS**

The role of the session chair 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. A 'traffic light' system will be in place to help session chairs notify those at the podium when they have 2 minutes remaining, or when their time is up and they must wrap up immediately. These instructions will be taped to the top table and podium on the day. For Q&A at the end of each session, numbered microphones on stands will be positioned around the auditorium and the session chair should notify the audience at the beginning of each session that if they wish to pose a question, they should queue at the nearest microphone stand once the last presentation has ended. The AV technicians will then remotely turn on the microphones of the chair's chosen numbered stand.

#### **6. ONLINE CONFERENCE PROCEEDINGS**

The full conference proceedings will be posted online as soon as possible after the event, consisting of pdf copies of the PowerPoint presentations and audio recordings plus question and answers. 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. ON THE DAY**

A **Speaker Room** will also be available with technicians on hand to enable you to make last minute changes and to check through your presentation. This will be located on the first floor of the Convention Centre, which will be clearly sign posted.

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

#### **8. SOCIAL AND SIDE EVENTS**

An Exhibitors' Reception will be held in the exhibition hall at the end of Day One (17.00 - 18.30), to give everyone the chance to relax over a glass of wine/beer. This is open to all and no pre-registration is required.

The Conference Reception will be held at Tate Liverpool between 18.30 - 21.00, following on from the Exhibitors' Reception. Tate Liverpool is less than a 5 minute walk from ACC Liverpool, and is situated on the famous Albert Dock. If you would like to attend the Conference Reception, please contact Ten Alps - email [RenewableUK@tenalps.com](mailto:RenewableUK@tenalps.com) or telephone +44 (0)20 7878 2481.

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## 7. TRAVEL AND ACCOMMODATION

The venue's full address is: Arena and Convention Centre Liverpool, Monarchs Quay Liverpool, L3 4FP, UK.



ACC Liverpool (comprising the BT Convention Centre and the Echo Arena) is situated in the heart of Liverpool on the historic, world heritage waterfront.

### Travel by train

By Train From the south – Virgin Trains operate hourly, direct services from London Euston to Liverpool Lime Street (just over 2 hours). Other long-distance rail services also operate into Liverpool Lime Street station. ACC Liverpool is a 20 minute walk from Lime Street or a short taxi ride. You can also transfer at Lime Street onto the underground Wirral Line trains to James Street station (10 minute walk) or catch the CityLink Route C4 (7am – 8pm) directly to ACC Liverpool. If traveling from outside

of Merseyside, you can catch an underground train to James Street station from Lime Street station, inclusive of the cost of your ticket.

For full venue details and directions, please visit the [ACC website here](#).

### Accommodation

There are a number of hotels very near the venue and also in the city centre. The hotels closest to the ACC are the Jury's Inn Hotel and the Staybridge Suites (self-catering apartment style accommodation), both on site. In collaboration with The Mersey Partnership Conference Bureau, you can book accommodation at discounted rate. To book accommodation for this event, please use the following link:

<https://www.conferencebookings.co.uk/delegate/TMPWIND2011>

These rates and rooms will be held up to 30 May 2011 so remember to book early. For accommodation booking beyond this date or any other queries, please do not hesitate to contact The Mersey Partnership Convention Bureau on +44 (0)151 237 3938 or email [conferences@merseyside.org.uk](mailto:conferences@merseyside.org.uk).

RenewableUK regrets that it is unable to cover travel and accommodation expenses for speakers and session chairs.

## 8. SPONSORSHIP OPPORTUNITIES

Sponsorship provides an excellent opportunity to promote your company's products and services. To view remaining opportunities please visit the event [website](#).

Alternatively contact Simon Becker for further details:

Email [s.becker@renewable-uk.com](mailto:s.becker@renewable-uk.com) or telephone +44 (0)20 7901 3032.

## 9. QUERIES?

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

Sarah Harper at RenewableUK

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

Email: [s.harper@renewable-uk.com](mailto:s.harper@renewable-uk.com)

Reception Tel: +44 (0)20 7901 3000

Fax: +44 (0)20 7901 3001

We look forward to welcoming you to Liverpool this June!

<http://www.renewable-uk.com/events/offshore-wind-conference/index.html>