

Offshore Wind Conference 2010

Speakers' Checklist

Thank you for agreeing to take part in the RenewableUK Offshore Wind 2010 Conference. Our ninth annual offshore wind event will take place over Tuesday 29th and Wednesday 30th June 2010 at the Arena and Conventional Centre (ACC) Liverpool. This year the event is sponsored by [Subocean Group](#).

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.

Please visit the [event website](#) for the up-to-date programme details, and all other details of the conference, exhibition and social events, including the date, time and further details of your session.

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 h.jones@renewable-uk.com by latest **Friday 4th June**:

- Your name, job title and company name
- Presentation title (not applicable to session chairs)
- A brief summary of your presentation (max 200 words, not applicable to session chairs)
- A brief biography (max 200 words)
- A high resolution photo
- Your postal address
- Please also provide a mobile 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

RenewableUK will ensure that your name badge is ready for collection from the registration desks on site for the day that you are speaking. No materials will be sent out in advance of the event. As with all RenewableUK events, speaker passes are complimentary only for the day you are speaking. If you would like to attend for the additional day, please contact our registration team at Ten Alps – email RenewableUK@tenalps.com or telephone +44 (0)20 7878 2481.

3. PREPARE YOUR PRESENTATION

If you are giving a presentation, it must be PowerPoint based. Please contact [Helen Jones](#) at RenewableUK as soon as possible if you have any other requirements, including movie or sound files.

Unless you are speaking in a panel debate session, 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 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 [Helen Jones](#) before **Friday 4th June 2010**.

If you have any queries regarding the content of your presentation or session, please contact Peter Madigan on +44 (0)20 7901 3019 or via email p.murley@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 Helen Jones at RenewableUK, either by email to h.jones@renewable-uk.com, or post it to Helen Jones, RenewableUK, Greencoat House, Francis Street, London, SW1P 1DH to arrive on or before **Friday 25th June 2010**. If the file is large, please email it to renewableuk@googlemail.com and **copy** in h.jones@renewable-uk.com. Helen 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 Helen.

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. ONLINE CONFERENCE PROCEEDINGS

The full conference proceedings will be posted online as soon as possible after the event, consisting of audio/visual recordings, copies of the PowerPoint presentations, plus question and answers. If you have any concerns over the publication of your presentation, please contact [Helen Jones](#) RenewableUK as soon as possible.

6. ON THE DAY

A **Speaker Room** will be available with technicians on hand to enable you to make last minute changes and to check through your presentation. This will be in the Hall 10 located on the first floor of the Convention Centre, which will be clearly sign posted.

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.

7. 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, sponsored by [EMU](#), 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 or telephone +44 (0)20 7878 2481.

A boat trip to Burbo Bank Offshore Wind Farm, sponsored by [DONG Wind](#), will take place on the afternoon of Day Two, Wednesday 30th June, 14.15-17.15. If you would like to attend, please contact Ten Alps - email RenewableUK@tenalps.com or telephone +44 (0)20 7878 2481.

7. TRAVEL AND ACCOMMODATION

Getting to the ACC (Arena and Convention Centre) Liverpool

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

Venue address:

Arena and Convention Centre Liverpool, Monarchs Quay, Liverpool, L3 4FP.

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 travelling 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](#).

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

The hotels closest to the ACC are the Jury's Inn Hotel and the Staybridge Suites (self-catering apartment style accommodation), both on site. Please use the following link to access the [official accommodation booking service](#) for RenewableUK Offshore Wind 2010, being run by Liverpool Convention Bureau, part of the official Tourist Board for the Liverpool City Region.

8. QUERIES?

If you have any queries about any aspect of the event, please contact Helen Jones at RenewableUK.

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Mobile: +44 (0)7817 416 143
Fax: +44 (0)20 7901 3001
Email: h.jones@renewable-uk.com
www.renewable-uk.com

We look forward to welcoming you to Liverpool this June!

www.renewable-uk.com/events/offshore-wind-conference