

# International Small & Medium Wind Conference 2012 Speakers' Checklist

Thank you for agreeing to take part in the RenewableUK International Small & Medium Wind Conference 2012. Our fourth annual event focusing on small wind system development, and this year also medium scale wind systems, will be held on Tues 17<sup>th</sup> – Wed 18<sup>th</sup> April at the Glasgow Science Centre.

A networking reception will be held at the end of Day One, between 17.30 – 19.30 in the Science Mall at the Science Centre. A buffet meal and drinks will be served here.

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:

<http://www.renewable-uk.com/events/small-wind-conference/>

We now need to ensure that we make the time as productive for you as it will be for the estimated 300 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](mailto:Sarah.Harper@RenewableUK.com) by latest **Monday 12<sup>th</sup> March** 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; only if you did not submit an abstract; 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

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

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 Indre Vaizgelaite on +44 (0)20 7901 3040 or via email [Indre.Vaizgelaite@RenewableUK.com](mailto:Indre.Vaizgelaite@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.

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](mailto:Sarah.Harper@RenewableUK.com), or post it to Sarah Harper, RenewableUK, Greencoat House, Francis Street, London, SW1P 1DH to arrive on or before **Thursday 12<sup>th</sup> April**.

If the file is large, please email it to [renewableuk@googlemail.com](mailto:renewableuk@googlemail.com) and **copy** in Sarah Harper. 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 12<sup>th</sup> April**.

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

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 in the 'IMAX Brasserie' located at the back of the IMAX Theatre, which is where the sessions will be held.

### 6. ONLINE CONFERENCE PROCEEDINGS

The full conference proceedings will be posted online as soon as possible after the event, consisting of audio recordings, PDF versions of your PowerPoint presentations, plus question and answers. If you have any concerns over the publication of your presentation, please contact Sarah Harper before **Thursday 12<sup>th</sup> April 2012**. Unless otherwise informed, RenewableUK will assume that all presentations can be published online post-event.

## 7. TRAVEL AND ACCOMMODATION



**Venue:** Glasgow Science Centre, 50 Pacific Quay, Glasgow G51 1EA, Scotland

**Accommodation:** RenewableUK is unable to provide travel or accommodation for speakers. If you would still like to book accommodation, please book online here:

[http://www.renewable-uk.com/events/small-wind-conference/travel\\_and\\_accomodation.html](http://www.renewable-uk.com/events/small-wind-conference/travel_and_accomodation.html)

**Travel:** Glasgow's Central Station is connected with every city in the UK, while Queen Street Station serves central and northern Scotland. Glasgow's international airport is a 15 minute drive from the Glasgow Science Centre and provides direct access to and from major European and North American cities.

## 8. EXHIBITION and SPONSORSHIP OPPORTUNITIES

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

<http://www.renewable-uk.com/events/small-wind-conference/exhibiton.html>

Or contact Cassandra Gray at [Cassandra.Gray@RenewableUK.com](mailto: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/small-wind-conference/sponsorship.html>

Or contact Simon Becker at [Simon.Becker@RenewableUK.com](mailto: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](mailto:Sarah.Harper@RenewableUK.com)

Fax: +44 (0)20 7901 3001

We look forward to welcoming you to Glasgow this April 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.