

Wave and Tidal 2012 Speakers' Checklist

Thank you for agreeing to take part in RenewableUK Wave and Tidal Conference 2012. Our ninth annual event focusing on the wave and tidal sector will be held on Thursday 15th March at the EICC Edinburgh.

For all details of the conference, exhibition and social events, including the date, time and further details of your session please visit the event website:

<http://www.renewable-uk.com/events/wave-tidal-conference/index.html>

We now need to ensure that we make the time as productive for you as it will be for the estimated 450 plus 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 **Friday 10th February** 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

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 (taking place on Wednesday 14th March at Our Dynamic Earth).

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. We're looking for 'state of the art' knowledge and insight, strong views and content that will be referred to after the event. 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 David Krohn on +44 (0)20 7901 3020 or via email David.Krohn@RenewableUK.com.

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 9th March**.

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 9th March**.

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

A **Speaker Preview 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 Harris 2 on Level 1 which will be clearly sign posted. Complimentary internet access and refreshments will be available. 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 will be posted online as soon as possible after the event, consisting of audio recordings, PDF copies of PowerPoint presentations, plus question and answers. If you have any concerns over the publication of your presentation, or if you wish to submit a different version of your PowerPoint please contact Sarah Harper before **Friday 9th March**. 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: Edinburgh International Conference Centre, The Exchange, Edinburgh, EH3 8EE, Scotland



Accommodation: If you would like to book accommodation, further information can be found online: http://www.renewable-uk.com/events/wave-tidal-conference/travel_and_accommodation.html

Travel: The EICC is a short taxi ride from Edinburgh's Waverley Station and a 5 minute walk from Haymarket Station. The International Airport is just 7 miles away. Further information can be found online here: http://www.renewable-uk.com/events/wave-tidal-conference/travel_and_accommodation.html

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8. EXHIBITION and SPONSORSHIP OPPORTUNITIES

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

<http://www.renewable-uk.com/events/wave-tidal-conference/exhibition.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/wave-tidal-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: s.harper@renewable-uk.com

Fax: +44 (0)20 7901 3001

We look forward to welcoming you to Edinburgh this March 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.