

BWEA28: Securing Our Future

The UK's leading renewable energy event

10-12 October 2006 • SECC Glasgow

Organised by

THE BRITISH
WIND ENERGY

ASSOCIATION

Speakers' Checklist

Thank you for agreeing to take part in the UK's leading renewable energy event, BWEA28: Securing Our Future. We now need to ensure that we make the time as productive for you as it will be for the estimated 600+ delegates expected at the conference.

YOUR SESSION

Please visit www.bwea.com/28/conference.html to check the date and time of your speaking slot and full up-to-date programme details.

Information required for the printed conference programme

CONFIRM YOUR DETAILS ARE CORRECT BY 31 AUGUST 2006:

Please email the following details, as you wish them to appear online and in the printed conference programme, to helen@bwea.com (deadline 31 August 2006):

1. Your name
2. Your job title
3. Your organisation name
4. Your presentation title
5. A 200 word (max.) biography

Core sponsor

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**YOUR
IMMEDIATE
ATTENTION
IS REQUIRED**

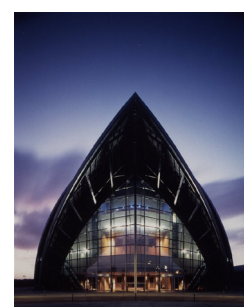
PREPARING YOUR PRESENTATION

Unless you are speaking in a panel debate, you will be expected to produce a PowerPoint presentation. Please note you are NOT required to produce an accompanying paper.

The time you have been allocated for your presentation is 15 minutes. Please do not speak for longer than the time allocated to you. We need to allow enough time for other speakers to give their presentations and for the audience to ask questions at the very end of the session. Please do not prepare too many slides as this can put the audience off. As a rough guide, stick to no more than 15 slides.

If you have any other needs, including movie or sound files, contact Helen Barnes as soon as possible. Please note that all presentations are 'back projected' (which means the projector is behind the screen, not in front of it) and that therefore an OHP presentation is unsuitable.

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.

If you are participating in a panel debate, separate guidance will be sent to you in advance of the event. If you have any queries please contact Helen Barnes at BWEA.

SEND YOUR PRESENTATION BY FRIDAY 6 OCTOBER 2006

As we have over 60 presentations a day to coordinate, we WILL need your presentation in advance, AT THE VERY LATEST BY FRIDAY 6 OCTOBER 2006. This is to allow the audio-visual technicians to pre-load and check the presentations. You will need to send your presentation either by email (if it is less than 4 MB) to helen@bwea.com. If over 4 MB please POST IT to Helen Barnes, BWEA, 1 Aztec Row, Berners Road, London N1 0PW to arrive by Friday 6 October. Any presentations arriving after this date either by post or email will NOT be picked up, and BWEA accepts no responsibility for late arrivals. **ALL PRESENTERS MUST also bring a copy of their PowerPoint presentation to the event on a CD or USB stick (NOT a floppy disk) in case of emergencies.**

ALL SPEAKERS ARE REQUIRED TO REGISTER ONLINE

Registration is free of charge for ONE SPEAKER PER PRESENTATION on the day of your presentation. BWEA would like to encourage speakers to stay for the whole event, and therefore a specially reduced speaker rate has been created, which is £589+VAT for the entire event, including Gala Dinner ticket. Please note that if speakers attend just for the day they are speaking, a Gala Dinner ticket is NOT included, but can be purchased for £95+VAT. Please visit the registration page of the event website for full details.

ALL SPEAKERS ARE REQUIRED TO REGISTER ONLINE at www.bwea.com/28/register. Speakers MUST enter the following codeword to take advantage of the specially reduced speaker rates. The codeword is 'embrace'. Please note that speakers who have NOT registered online will be required to register at the venue, which may involve waiting in a long queue. Entry to the conference rooms will NOT be possible without a pass.

This year BWEA has contracted McMillan-Scott Events to coordinate registration. Any enquiries regarding registration and the Gala Dinner should be directed to McMillan-Scott Events on +44 (0)207 379 5316 or by email at events@mcmsslondon.co.uk.

CONFERENCE PROCEEDINGS

The full conference proceedings will be made available after the event, either on CD-Rom or online. All sessions will be recorded and both your PowerPoint presentation and audio recording of your presentation will be made available to conference delegates after the event. If you need to submit a different version of your presentation for the post-conference proceedings, please contact Helen Barnes at BWEA.

TRAVEL AND ACCOMMODATION

For full directions to the SECC please visit www.bwea.com/28/venue. BWEA is unable to provide travel or accommodation for speakers, or to reimburse expenses incurred. BWEA has contracted Conference Care to negotiate special rates on and reserve rooms in a variety of hotels close to the SECC and in Glasgow City Centre. The closest hotels are the Crowne Plaza (which is connected to the SECC via covered walkway), the City Inn and the Campanile. A link to Conference Care's online booking system can be found at the BWEA website: www.bwea.com/28/venue. If you would prefer to speak to somebody about booking hotel accommodation please call Conference Care on +44 (0)870 442 3680.

ENQUIRIES

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

Helen Barnes, Head of Marketing & Events, BWEA

Email: helen@bwea.com • Tel: +44 (0)20 7689 1968 • Mobile: +44 (0)7941 873 088

We look forward to welcoming you to Glasgow this October

www.bwea.com/28