



Speakers' Briefing

Thank you for agreeing to take part in BWEA's sixth annual offshore wind event. We now need to ensure that we make the time as productive for you as it will be for the estimated 300+ delegates expected at the event.

The Venue

The event will be held at the Crowne Plaza Hotel in Liverpool, adjacent to the Royal Liver Building and overlooking the River Mersey. The event will take place in the Prince's Suite on the ground floor of the hotel. Full travel details are available at the event website: <http://www.bwea.com/offshore/conference.html>

Your presentation & other details – deadline 18 May '07

1. CONFIRM YOUR PRESENTATION TITLE:

Please check the website and email any amendments to helen@bwea.com. Deadline 18 May 2007.

2. PROVIDE YOUR BIOGRAPHY AND A PHOTO:

A short paragraph of the biography of each speaker and chairperson will go into the conference programme. Please send no more than 200 words written in the third person to helen@bwea.com as soon as possible. A headshot of each speaker and chairperson will also be printed. Please provide a HIGH RESOLUTION photograph (at least 300 dpi) to helen@bwea.com as soon as possible. Deadline for both 18 May 2007.

3. CHECK THAT WE HAVE YOUR NAME SPELT CORRECTLY (check the online programme), as well as your formal title, position and organisation name, as these details will be appearing on printed literature. Please also ensure that we know how to get hold of you directly. Deadline 18 May 2007.

4. PREPARE YOUR PRESENTATION

Peter Madigan, BWEA Offshore Renewables Development Manager, will be contacting each of you to discuss the length of your presentation and format of your session. Please do not speak for longer than the time allocated to you to ensure we allow time for questions at the end of the session. You can contact Peter at peter@bwea.com or on 020 7689 1960.

Your presentation should be PowerPoint based. If you have any other needs, including mpeg or sound files, please let me know as soon as possible. Please note that all presentations are back projected (meaning the projector is behind the screen and stage) and that therefore an OHP presentation is unsuitable. You are NOT required to produce an accompanying paper.

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 HAVE ANY QUERIES ABOUT THE CONTENT OF YOUR PRESENTATION OR SESSION PLEASE CONTACT PETER MADIGAN peter@bwea.com / 020 7689 1960.

5. SENDING YOUR PRESENTATION IN ADVANCE – DEADLINE 4 JUNE 2007

As we have over 20 presentations to coordinate, we will need your presentation in advance, AT THE VERY LATEST BY MONDAY 4 JUNE. This is to allow the audio-visual technician to pre-load and check the presentations. You will need to send your presentation to Helen Barnes by email (helen@bwea.com if it is less than 4 MB, or emailbwea@gmail.com if over 4 MB), otherwise POST IT to Helen Barnes, Head of Events, Marketing & Membership, BWEA, 1 Aztec Row, Berners Road, London N1 0PW to arrive by Monday 4 June. *All speakers are requested to bring a spare copy to the event on a CD or USB stick (NOT a floppy disk) in case of technical problems.*

6. REGISTERING

You will automatically be registered free of charge, so there is no need for you to complete the online form.

7. RECEPTION AND BOAT TRIP TO BURBO OFFSHORE WIND FARM

There will be a networking reception from 18.30 at the Crowne Plaza Hotel on Wednesday 6 June, followed by a boat trip along the River Mersey to see Burbo offshore wind farm, sponsored by DONG Energy. All speakers and chairs will automatically be registered for the reception and boat trip. There is no need to inform us if you are unable to attend. There will be a light buffet meal available at the hotel, plus refreshments on board the boat.

18.30: Reception commences in Princes Suite, Crowne Plaza Hotel, Liverpool

19.00: Fork buffet served

20.30: Guests board Royal Iris immediately outside the hotel for river cruise to see Burbo offshore wind farm. Refreshments will be available on board

22.00: Royal Iris docks back at Crowne Plaza Hotel

8. CONFERENCE PROCEEDINGS ON CD-ROM

The full conference proceedings will be made into a CD-ROM, as per previous years. This will be produced and distributed to all delegates as soon as possible after the event. Please note all presentations plus the questions at the end of each session will be audio recorded and published on the CD. If you would prefer either your presentation and/or audio recording not to be published please let me know.

9. TRAVEL AND ACCOMMODATION

BWEA is not providing travel or accommodation for speakers. BWEA has negotiated special rates on a variety of hotels close to the venue. An online booking system is available at the BWEA website: www.bwea.com/offshore/conference.html.

If you have any queries at all please contact me. We look forward to welcoming you to Liverpool.

Helen Barnes
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