

## GUIDELINES FOR PRESENTATION

Dear Speaker,

The Organisers of the 21<sup>st</sup> World LP Gas Forum will do their utmost to assist speakers in preparing for their session and to facilitate their arrival at the COEX Convention & Exhibition Center. Please take a few minutes of your time to go through the following information.

### PREPARATION & UPLOADING of YOUR PRESENTATION and BIOGRAPHY

On the speaker's section on the forum web site ([www.wlpgasforum2008.com](http://www.wlpgasforum2008.com)) you will be able to upload your PowerPoint presentation and Biography. Your login details will be sent to you in a separate letter.

- Only Presentations for PC's (Windows 98/2000/XP configurations) and PC's compatible (to avoid problems of compatibility between PC's and MAC please use standard fonts available in both PCs and MACs) will be accepted, (no UNIX).
- Please prepare your presentation using PowerPoint up to Version 2007 patched with the last service pack. Do not forget to add .ppt extension to your file when saving it.
- If you plan to create your presentation using Microsoft PowerPoint on Apple computers, be sure to check every slides of your presentation on a PC (Microsoft Windows based computer). When saving the presentation, Mac users must add behind the file name, the '.ppt' extension (Mac PowerPoint 2004) or '.pptx' extension (Mac PowerPoint 2008). All presentations must be in English.
- If you have pictures, they must be in the following format: .jpg, .tif, .bmp or .gif (**.pict prohibited**).
- If you have video files attached to your power point presentation, the preferred format is .wmv but they could also be in the following format: .mpg, .mpeg, .avi or DIVX up to version 6. The format .mov (quicktime) is NOT accepted. If you have such files, please export them in .avi format.
- When saving your final presentation to a CD or USB stick, please make sure to include your video files if any and all links to multimedia files!
- Your biography has to be in .doc format.
- In case you experience any difficulties or have any questions, please send an email to the Organising Secretariat: [info@wlpgas2008.com](mailto:info@wlpgas2008.com)

#### ▶ **IMPORTANT** ◀

In order to make the Proceedings CD available on site at the Forum, we will need your presentation well **in advance** of the event.

**The final deadline for submitting you presentation is 15<sup>th</sup> August 2008.**

Please note that if you presentation is not uploaded at that time, it will NOT be included in the Proceedings CD that is distributed to all attendees.

## ON-SITE ORGANISATION

After having picked-up the badge at the Welcome Desk at the COEX Convention & Exhibition Center, each speaker is requested to go to the **SPEAKERS PRE-VIEW ROOM**.

- The preview room will be open as of TUESDAY 23<sup>rd</sup> SEPTEMBER 2008 10:00 am until the closing of the Forum.
- In order to match with the most recent technology, each conference room will be equipped with A SINGLE video-projector (LCD for computer assisted presentations, i.e. PowerPoint).
- Qualified personnel will act as liaison between speakers and the conference room technician: speakers must go to the PRE-VIEW ROOM to hand in / check their PowerPoint presentation. The speakers preview room personnel will then transfer it over to the conference room technician on time.
- The speaker is entirely responsible for the order, the loading and the pre-projection of his/her computer assisted presentation, using the equipment made available by the organisers.
- You will find a laser pointer on the lectern to help you pointing out your slides if necessary.
- All presentations must be in English.

### YOUR COMPUTER ASSISTED PRESENTATION (POWERPOINT STYLE)

- To avoid delays caused by switching computers at the platform, booting-up computers and potential compatibility problems, the Organisers have made available to speakers the standard A/V system used in the convention sector.
- There will be a master computer in each conference room and to ensure smooth transition between speakers and appropriate audiovisual technical support, the Organisers request that speakers do not plan on connecting their laptop to the LCD projector, nor bring their own LCDs.
- Every speaker is requested to go to the Pre-View room beforehand to bring/check his/her PowerPoint presentation.

### CHECKING / DEPOSITING OF YOUR PRESENTATION FILE

- Even if you have already provided the Organisers with your presentation for inclusion in the Proceedings CD, you are still required to go to the preview room to check your file and make sure all is in order. Please bring with you a back-up copy of your presentation on CD-Rom or USB stick.
- You need to go the Preview Room as far in advance as possible and **TWO hours BEFORE** the beginning of each session AT THE LATEST. **(The presentation for an early morning session should be handed over in the evening before).**

## **PREPARATORY MEETING**

- Your session chair will convene a short preparatory meeting in Seoul at the convention center with all speakers of the same session. The aim is for you to make acquaintance with the chair and the other speakers, to check that your slides are OK for projection and to discuss the structure of the session.
- Details on place and time will be sent to you in due course.

## **IN THE CONFERENCE ROOM**

- Your presentation will be sent directly to the meeting room. A hostess in the conference room will then point out your presentation on the screen of the computer positioned on the lectern a few seconds before your turn. The PC on the lectern is linked to a video-projector.
- Once the presentation is launched, you, the speaker, will control the program. Clicking on the mouse, your computer assisted slides will go on as usual.
- **Please, do NOT come at the last minute with your own lap-top to the meeting room: you will NOT be able to connect it. Go to the PRE-VIEW ROOM beforehand. If you are delayed, we will inform the session chair who will postpone your speech of a few minutes if necessary.**

## **SIMULTANEOUS INTERPRETATION**

- Organised by an International Association, the official language of the 21<sup>st</sup> World LP Gas Forum is English. All speeches and questions should be delivered in ENGLISH. Forum sessions will be translated into French, Japanese, Korean, Mandarin and Spanish (subject to change). GTC sessions will be translated into Japanese and Korean (subject to change). The task has been entrusted to experienced professional conference interpreters.
- A good interpretation requires intensive preparation of the manuscript by the interpreter and proper speed of delivery by the speaker. Thus, if you wish to be understood by forum participants who do not know your language, you are kindly, but pressingly invited to speak into the microphone at a normal speed and clear voice.
- Headphones and receivers for the speakers (as for the attendees) will be handed out at the Headphones Desk located at the entrance of the conference room.

## **CONFIDENTIALITY**

- Speakers are also informed that their files will be automatically deleted from the conference computer system AT THE END OF THE FORUM AND CONFERENCE unless otherwise instructed.

**Thank you for your cooperation.**