

GUIDELINES FOR WLPGA PRESENTATION

Dear Speaker,

Please take a few minutes of your time to go through the following information from the Organisers of the 22nd World LP Gas Forum. This document is to assist you with your session contribution and to facilitate your arrival at the Windsor Barra Hotel.

PREPARATION & UPLOADING of YOUR PRESENTATION and BIOGRAPHY

In the speaker's section on the forum web site (www.wlpgasforum2009.com) you will be able to upload your PowerPoint presentation and Biography. You will find the SPEAKERS' PAGE on the left side menu of the web site. Your login details will be sent to you by email.

- 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 slide of your presentation on a PC (Microsoft Windows based computer) before your presentation or before you upload it. When saving the presentation, Mac users must add the '.ppt' extension (Mac PowerPoint 2004) or '.pptx' extension (Mac PowerPoint 2008) behind the file name, The Forum language is in English and therefore all presentations must be in English.
- If you have pictures, they must be in the following format: .jpg, .tif, .bmp or .gif (**.pict will not be accepted**).
- If you have video files attached to your power point presentation, the preferred format is .wmv but they can 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 .mov files, please export them into .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.
- **If you need support or have any questions, please send an email to the Organising Secretariat: info@wlpgasforum2009.com or to Esther Assous eassous@worldlpgas.com**

► **IMPORTANT** ◀

Proceedings will be made available **online only** and not on a CDrom. The proceedings will be placed on a secured web page and attendees will be assigned a personalised login code in order to access it.

The final deadline for submitting you presentation is 1st September 2009

ON-SITE ORGANISATION

After having picked-up your badge at the Welcome Desk at the Windsor Barra Hotel, speakers are requested to go to the **SPEAKERS PRE-VIEW ROOM**.

- The preview room will be open from **TUESDAY 6th October 2009** at **10:00 am** until the closing of the Forum.
- 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 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 if you wish to accentuate any slide during your presentation
- All presentations should 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 online Forum Proceedings page, you are still required to go to the preview room to check your file and make sure all is in order. Please bring a back-up copy of your presentation on CD-Rom or USB stick with you.
- Please go to the Preview Room as soon as you arrive and **TWO hours BEFORE** the beginning of each session **AT THE LATEST. (The presentation for an early morning session should be handed over the evening before).**

PREPARATORY MEETING

- Your session chair will convene a short preparatory meeting in Rio at the Windsor Barra with all speakers of the same session. The aim is for you to speak with the chair and the other speakers, to check that your slides are OK for projection and to discuss the structure of the session with the moderator and other speakers.
- 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 show you 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. A cell phone will be provided closer to the event.**

SIMULTANEOUS INTERPRETATION

- Organised by an International Association, the official language of the 22nd World LP Gas Forum is English. All speeches and questions should be delivered in ENGLISH. Forum sessions will be translated into Portuguese, Spanish and Japanese (subject to change). One Latin American Day session will be translated into English (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. If you wish to be understood by participants who do not know your language, you are kindly, but pressingly invited to speak into the microphone at a normal speed and with a 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.
- By accepting participation in the event and submitting their presentation file, Speakers automatically transfer the copyrights of their presentation over to the WLPGA and accept that their presentation is made available to the event attendees through a secured web page. For more information please contact: eassous@worldlpgas.com

Thank you for your cooperation.