



Renewable Energy for the New Millennium Conference

SolarPACES Stream

**Wednesday 8 to Friday 10 March 2000
Hilton Hotel, Sydney**

SPEAKER INFORMATION and SET-UP SHEET

In order to assist us with preparations relating to your participation in the above conference – and to ensure the provision of all necessary support services and equipment for your presentation, please complete Page 2 of this form and return it to us by fax or e-mail by **Wednesday 9 February**. If the main author is not the presenter, than this form should be completed by the person giving the presentation.

Biographical details:

Biographical details are required both for your introduction by the Conference Chairman, and for inclusion in the delegates' folder. A maximum of one A4 page should be submitted to The Meetings Manager Pty Ltd either by fax or email by **Wednesday 9 February**.

Deadlines:

We must stress the importance of meeting the nominated deadline as delegates do appreciate receiving a full set of papers on arrival at the conference. Whilst every effort is made to achieve this, it may not be possible to include late papers in the conference documentation handed to delegates at registration.

On the day

When to arrive:

Please ensure that you arrive at the conference in sufficient time to be briefed by the organiser, and to join your fellow presenters on the dais at the appropriate time for your nominated session. For example, if your presentation is between the morning tea break and lunch, you will be seated on the dais with other speakers immediately following morning tea.

PowerPoint presentations, slides and videos:

If you are using visual aids (eg PowerPoint, slides or videos) it is important that these are made available to The Meetings Manager Pty Ltd at the beginning of the day of your presentation or, *at the latest*, during the meal or refreshment break immediately preceding your presentation. We will check the equipment with our professional audio visual team and ensure that it meets your needs and you feel comfortable with its operation.

Please complete the following ...

Presenter's Name:

Title of Paper:

Biographical details are attached Yes No

Biographical details were forwarded on _____ (date) by _____ (fax/email/post)

Audio visual equipment and other resource needs:

(It is important that you complete the following section as we cannot guarantee the supply of any equipment not requested in advance):

- 35mm slide projector
- data projector - please tick one of the following *yes I will bring my own computer*
- I will bring my presentation in PC Format on 100MB zip disk*
- I will bring my presentation in PC Format on floppy disk*
- Laser pointer
- Flip chart
- Other (please specify)

Arrival and departure times:

I will be attending the conference from (day) _____ (time) _____
.... until.... (day) _____ (time) _____

Conference registration:

The registration fee for all speakers is \$595. You should have sent us your registration form already by now. If you haven't please do it NOW.

Other requirements:

If you have any special requests please specify (eg dietary requirement; disabled access)

Please fax this form to ... +61 2 9241 5354
Or e-mail it to ... meetings@tmm.com.au



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