

Speakers Checklist

Thank you for agreeing to take part in the UK's leading renewable energy event – BWEA30.

Over 21st to 23rd October, we shall be hosting our 30th annual conference and exhibition at the ExCeL Centre in London's docklands. BWEA30 will be one of the largest renewable energy conferences ever held in the UK. The event will be sponsored by leading wind energy developer, Renewable Energy Systems (RES), and we are confidently expecting in excess of 2,000 participants and 150 exhibitors from across the globe.

Please visit www.bwea30.com for the up-to-date programme details, including the day and time of your session. We now need to ensure that we make the time as productive for you as it will be for the estimated 800+ conference delegates expected at the event.

To help us help you, could you please attend to the details in the checklist below.

PROVIDE YOUR DETAILS (deadline Friday 19th September)

These details will be printed in the conference programme distributed at the event. Please email the following information to helen@bwea.com:

1. Speaker name, job title, organisation.
2. Presentation title (only applicable if you are giving a presentation).
3. A brief summary of your presentation (only applicable if you are giving a presentation) - 100 words max.
4. A short biography - 100 words max.
5. A photo of the speaker – please send a high resolution head and shoulder image - high resolution JPEG.

REGISTRATION - Please let us know which days you wish to attend

This is free of charge for one speaker per presentation on the day of your presentation. We would like to encourage you to take advantage of the lowest-possible rate for the event and stay with us for the entire event. We've therefore arranged a reduced speaker rate of £695+VAT, which covers the entire conference, including the Conference Reception and Gala Dinner.

We need you to tell us which days you wish to attend. Please register online at www.bwea30.com or contact Ten Alps Live, either online or by phone (+44 (0)20 7379 5316) or by email (bwea@tenalpslive.com).

CONFERENCE RECEPTION AND GALA DINNER

Due to the high number of conference delegates, exhibitors and visitors expected at BWEA30, places at the Conference Reception and Gala Dinner are limited. As a result, places at the Conference Reception are only available to those who have booked three-day conference passes. The Gala Dinner takes place on Wednesday 22 October at the London Hilton Metropole. If you register for the entire event your dinner ticket is included. If you register only for the day you are speaking you can purchase a Gala Dinner ticket separately. Corporate tables (seating ten) are also available. Book your passes with Ten Alps Live, either online or by phone (+44 (0)20 7379 5316) or by email - bwea@tenalpslive.com.

PREPARE YOUR PRESENTATION

If you are giving a presentation, you will be allocated a maximum of 15 minutes to speak. 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. 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 are pleased to have you in the programme. We are looking for 'state of the art' knowledge and insight, strong views and content that will be referred to after the event. Your presentation must be PowerPoint based. If you have any other needs, including movie or sound files, please let us know as soon as possible.

If you are participating in a panel debate, you will receive separate instructions on the format of your session.

SUBMIT YOUR PRESENTATION IN ADVANCE (deadline Friday 17th October)

As we have over 30 presentations a day to coordinate, if you are giving a PowerPoint presentation we will need it in advance, AT THE VERY LATEST BY FRIDAY 17th OCTOBER. This is to allow the audio-visual technician to pre-load and check the presentations. You will need to give your presentation to Helen Jones at BWEA, either by email (emailbwea@gmail.com) if it is less than 10 MB, otherwise POST IT to Helen Jones, BWEA, 1 Aztec Row, Berners Road, London N1 0PW to arrive by Friday 17th October.

ALL presenters are required to bring a spare copy to the event on a CD or USB memory stick in case of technical problems. A speaker preview room will be available with technicians on hand at all times to enable you to make last minute changes and to check through your presentation. This will be in the Platinum Suite at ExCeL.

CONFERENCE PROCEEDINGS

The full conference proceedings will be published online after the event. We take audio recordings of presentations and questions posed. If you would prefer to submit an alternate version of your presentation, please inform Helen Jones, helen@bwea.com.

TRAVEL AND ACCOMMODATION

BWEA regrets that it is unable to provide travel or accommodation for speakers. BWEA has negotiated special rates and reserved rooms in a variety of hotels close to ExCeL and in central London. To take advantage of these rates please visit www.bwea30.com.

EXHIBITION & SPONSORSHIP OPPORTUNITIES

If your organisation has not booked a stand at the largest dedicated wind, wave & tidal energy exhibition, there are a few stands remaining. For further details visit www.bwea30.com or contact Sara Abuzaid to book (sara@bwea.com) or call +44 (0)20 7689 2075.

If your organisation would like to sponsor part of the event, please contact Helen Jones for details.

QUESTIONS?

If you have any queries about any aspect of the event, please contact Helen Jones on 020 7689 1968 or email helen@bwea.com.

Helen Jones
Director of Events and Marketing
BWEA
Direct: 020 7689 1968
Fax: 020 7689 1969
Mobile: 07941 873 088

We look forward to welcoming you to London

www.bwea30.com