

Guidelines for speakers

The following information will guide you through the process of presenting your oral presentation at Copenhagen Offshore Wind 2005.

Confirm your participation: To secure your speaking slot, please confirm your participation as a speaker by sending an email with your name, affiliation, title of presentation and topic to papers.offshore@windpower.org

Registration: All speakers must confirm their participation and register for the conference at <http://offshore.windpower.org> by August 15th 2005. If you do not register in due time, your slot will be assigned to another author.

Conference programme: The preliminary programme will be available on the official conference and exhibition website <http://offshore.windpower.org>.

The programme will be updated as we move closer to the conference.

If you have any changes to your details in the programme, please contact the organisers at papers.offshore@windpower.org

Proceedings: All accepted papers will be included in the conference proceedings. Make sure to submit your final paper by 15th September 2005 in order to allow sufficient time for production of the proceedings.

Speaker Breakfast: All speakers are required to attend the Speakers Breakfast on the day of their presentation.

The Speaker Breakfast will be held every day at 8 am – 9 am in the Speakers Lounge in the Bella Center for all speakers and moderators.

These meetings provide speakers and moderators with an opportunity to discuss any last minute details, such as to coordinate introductions and time allotments.

Travel and accommodation: Presenters are responsible for making their own hotel and flight reservations. Please check hotels and flights options at <http://offshore.windpower.org>

Please note the following deadlines and reminders:

15th August 2005	Submit your paper for review and confirm your participation by email. Register for the conference
15th September 2005	Submit the final paper for the proceedings
12th October 2005	Submit your Power Point presentation
26/27/28th October 2005	Attend the speaker's breakfast on the day of your presentation



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Guidelines for oral presentations

Audio Visual Equipment: Each auditorium will be equipped with a LCD projector and a computer with Windows XP Pro incl. Office 2003.

You are not allowed to use your own computer for your presentation. If you require any additional items, please contact the conference secretariat at papers.offshore@windpower.org. All requests must be approved by the conference secretariat.

Presentation length: You will receive more information about your presentation length but until further notice you should calculate approximately 15 minutes of presentation.

At the conclusion of all presentations, a session will have an approximately 15-minute question and answer period. The session moderator will limit speakers to the allotted time. Therefore, to avoid being cut off in the middle of your presentation, plan for this time limit.

Power Point Presentation: All speakers are expected to email their PowerPoint Presentation to papers.offshore@windpower.org by **October 12th 2005**.

All presentations will be pre-loaded onto a conference computer prior to the session to aid in smooth transition between speakers during sessions. If your presentation requires a special computer software programme, please contact the conference secretariat at papers.offshore@windpower.org. The limit of file size is 20MB.

Under special circumstances, speakers may update their presentations onsite. If changes must be made to your presentation, you may upload your new presentation at the Registration Desk at the Bella Center before 4 pm on the day before your session.



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Guidelines for submitting papers

Review: Your paper should be submitted by 15th August 2005 for review of the overall quality of the content by the conference scientific committee. The Committee will not perform a detailed peer review - the intent of the review is to ensure a consistent high standard of all accepted contributions.

Final paper: Your final paper and the electronic version of the poster (optional) must be submitted to papers.offshore@windpower.org by 15th September to be included in the electronic conference proceedings.

Please make sure your material has been edited, proofed and is complete with all graphics already embedded in the document or presentation. We cannot edit your material. We can receive documents and presentations created with **MS Word** or **Adobe PDF**.

In order to obtain uniformity in the papers, we ask you to adhere to the following instructions:

Copyright and patent clearance: If the information submitted or presented is a copyrighted or patented work, copyright or patent clearance must be obtained from the relevant organization. It is the sole responsibility of the author or presenter to receive such clearance.

It should be understood that the Conference Organisers assumes that any document received for this conference has full and proper copyright and patent clearance. Please complete and return the attached copyright form with the final paper.

Length of Paper: The paper is limited to a maximum of 10 A4 pages including graphs, illustrations, tables and/or references.

Cover page: Create a cover page for your presentation with the title, author(s), abstract and pertinent information including any copyrights statements.

Margins: Make sure your margins are not outside of the printable area.

Inserted Images: Place your images in the appropriate places instead of leaving a placement marker (i.e. insert fig. 1 here). This will ensure that your document looks correct. We cannot take responsibility for placement of your images.

If you have large landscape tables, graphs, or images that will not fit within the document, append them to the end of your document and add annotations in the document instead.

Fonts: Use common fonts like Arial, Times New Roman or Helvetica. This will alleviate any font problems on other computers.

Do a test-print to make sure your document looks correct. Watch for orphan headings and shifting of text and images.

If you have any questions or need further information please do not hesitate to contact us at papers.offshore@windpower.org

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Guidelines for poster format (optional)

The detailed format and content of the poster is left to the discretion of the author. However, the overall content should not deviate from the accepted abstract unless the changes have been cleared with the Programme Committee.

Posters must be designed to provide an opportunity to learn and discuss business, policy and technology issues, and not intended to sell products or services. If a poster deviates from the intent of the submitted abstract, the poster will be removed at the discretion of conference organisers.

Size: Each poster presentation will occupy one metallic poster wall. Plan your presentation to fit the space measuring a maximum of 84 cm wide x 120 cm tall.

Identification: Identify your poster near the top of the panel with the title of your presentation and the authors' name and affiliations.

Content: The written text and all illustrations should be prepared beforehand. Charts, drawings, pictures, graphs, etc, can be assembled on a poster board of the appropriate size or assembled in sections or pieces on the panel. Magnets will be available for mounting your display. It is easier to mount a few large boards, rather than a lot of small ones.

Limit your exhibit to essential data and include information to stimulate discussion. The written text should be sufficiently large to allow easy reading from a distance of approximately 2 m. Each poster panel is equipped with a rack where copies of the paper can be displayed.

Set-up: The poster presenters must put up their posters between 3 pm – 6 pm on Tuesday, October 25th or between 8 am – 9 am on Wednesday, October 26th.

Check-in: All poster presenters must check-in at the Registration desk in the Bella Center, prior to beginning of any set-up. Volunteers will be available to assist with setting-up your poster. Magnets will be provided to affix your poster to the poster wall. These items will be available at the Registration Desk.

Space: Posters will be pre-assigned and grouped by subject. You will be notified of your space prior to the conference.

Safekeeping: Security is not guaranteed. If you have items of great value, you may want to put them in your room at night. The organizers are not responsible for lost or broken items.

Poster Reception: A reception will be held from 5 pm - 6 pm on Thursday, October 27th 2005 in the poster exhibition area in the Bella Center. The best poster will be awarded during the reception. **Poster Presenters must be in attendance to answer questions.**

Clean-up: Posters must be dismantled on Friday, October 28th 2005 between 1:30 pm – 4 pm. Any posters still remaining after that time period will be destroyed.

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