

## Important Facts for Speakers

### Travel costs

The organisation will cover all travel expenses with a **maximum** of 700 Euro. You can charge 0.28 € per driven kilometres if there is personal transport involved.

The organisation will reimburse all costs after the conference (this means the Speaker books his/hers own flight).

### Registration and Hotel accommodation

As a speaker you are automatically registered for the Conference. On your arrival please visit the registration desk and collect your badge and documentation. Please let us know with the help of the attached Speaker Response Form when you will be present. **This is also necessary for the hotel booking, which we will make automatically for you.**

The form should be filled in and sent/faxed to METROMEET Secretariat. Please remember the organization is only covering your hotel room. You are responsible for any incidental charges on your room like additional internet costs, telephone calls, medical assistance and minibar consumptions.

*Hotels address information:*

### Conference proceedings

#### • Presentations

All conference participants will receive a ring bound file containing the abstracts of the presentations. The full conference presentations will be published either on a CD-ROM or in a ring bound file and given to all delegates. Therefore please provide the data according to the attached "Conference proceedings guidelines" in electronic form.

#### • Tutorials

The participants of each tutorial will receive the full tutorial presentation in a ring bound file. Therefore please provide the data according to the attached "Conference proceedings guidelines" in electronic form.

#### • Food Specifications

If you have special wishes concerning your meals please let us know on the Speakers Response form.

### Venue

The Conference and the Tutorials will take place at Euskalduna Conference Centre and Concert Hall, Bilbao. The Conference Centre is situated near to the fairground and easy to be reached by car, plane or public transport. Detailed information regarding the conference venue can be found in <http://www.metromeet.org/en/accomodation/venue.php>.

### Technical Equipment

For the Conference and the Tutorial presentations we will provide a projector and a laptop on which we will install your presentation. Send your PowerPoint presentation as indicated on page 2. As a backup please bring your presentation on disk. If you need further equipment please let us know by filling in the requests on the Speaker Response Form. **IMPORTANT:** If you use your own software, be sure that the software is delivered at the organiser at least 4 weeks before the conference. To ensure the presentations are going well the organiser needs to test all probably. Without testing the use of own software is **not** possible.

The use of your own hardware during presentations is **not** allowed.

### "Warming up"

The evening before the first day of the conference there will be a "Warming up" for speakers. You can meet the other speakers and you will have dinner with all of us. Please register for the "Warming up" using the Speaker Response Form.

### Guests and relatives

Our budget is fixed and unfortunately all costs made for the **speakers guests** like family, colleagues and friends can **not** be charged and will not be covered by the organisation.

We give 20% discount on the conference ticket price for Speakers relatives. Social events, like dinners and warming-up, is for speakers only.



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## Conference proceedings guidelines

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### **Slides (to be used in your presentation and to be published on CD or ring bound file):**

To make the presentation with a projector possible, we kindly ask you to submit your presentation in an electronic form.

Tracks: One presentation should last 45 minutes.

- ▶ 10 to 30 Windows PowerPoint 7.0 slides
- ▶ Font size minimum 18 pt. preferred 20 pt.
- ▶ Standard Windows fonts only
- ▶ Please ensure that your multicolor or grey-color slides can be easily read from a distance, too.
- ▶ Do not use any fill effects
- ▶ Resolution High or True Colour
- ▶ No dark background (for printing purposes)

Tutorial: One presentation should last 120 minutes.

- ▶ 10 to 60 Windows PowerPoint 7.0 slides
- ▶ Font size minimum 18 pt. preferred 20 pt.
- ▶ Standard Windows fonts only
- ▶ Please ensure that your multicolor or grey-color slides can be easily read from a distance, too.
- ▶ Do not use any fill effects
- ▶ Resolution High or True Colour

**For back up please bring slides or the presentation disk with you to the Conference!**

**Thank you very much for your support.**