



2010 SPEAKER KIT

**Please read through all forms and
note the deadline of
September 15, 2010 for applicable
action items.**

Thank you!!



Audio/Visual Requirements

FAX TO: 832-242-1971 by September 15, 2010
(Fax back form ONLY if you require additional equipment listed in Section B; no cover sheet required.)

Section A: Each conference session will have the following equipment (you do not need to mark/request anything in this section):

- One Computer w/ Wireless clicker (with CD-rom and floppy disk drive)**
- Podium with fixed microphone
- Tripod Screen
- LCD Data Projector (computerized projector for running a Power Point presentation) {2000 lumens}

*****Speaker/Panelist Presentation Options:*****

1. Save presentation on a memory stick/flash drive or CD Rom and download it onto the laptop provided in the meeting room onsite.

****Section B: Check the below boxes if any additional equipment is needed:****

1. I will need the following additional equipment:

- VCR & Monitor - VHS Speed or Beta Speed (please circle)
- Laser Point
- Computer with DVD and Sound capabilities
- Overhead Projector (please provide own transparencies)
- Easel for Poster Presentations
- 35 mm slide projector w/ remote control
- Other _____

SESSION (S) YOU ARE SCHEDULED FOR: _____

NAME: _____

TELEPHONE: _____

COMMENTS/SPECIAL REQUESTS: _____

*****Only fax back if you checked off additional equipment in Section B; THANK YOU!*****



**EnergyOcean Pacific 2010 Conference & Exhibition/
Oregon Wave Energy Trust's Annual Ocean Renewable Energy Conference V
September 29-30, 2010 • Doubletree Hotel – Portland, OR**

Hotel Reservation Form

The following hotels have discounted rates for conference attendees. To make your hotel reservation, contact the one of the following hotels directly. Discounted rates are available by referring to the "EnergyOcean Room Block."

Doubletree Hotel Portland, OR

1000 NE Multnomah Street
Portland, Oregon
USA 97232

Tel: +1-503-281-6111

Fax: +1-503-284-8553

[Or reserve your hotel room online here](#)

Discounted Rate:

Guestrooms: \$140 single/ \$140 Double

Premium Guestrooms: \$155/ \$155 Double

The special room rate will be available until September 4th or until the group block is sold-out, whichever comes first.

The Nines- Downtown Portland

525 Southwest Morrison Street
Portland, OR 97204

Tel: 1-888-627-7208

[Or reserve your hotel room online here](#)

Discounted Rate: \$179/ night

Please contact Kayla Appelt at The TradeFair Group if you have any question, 713-343-1869.

Final Presentation Instructions

NOTE: CONFERENCE MANAGEMENT WILL NOT PRELOAD YOUR PRESENTATION!! YOU MUST BRING A COPY OF YOUR PRESENTATION WITH YOU ONSITE. PLEASE E-MAIL KaylaA@TRADEFAIRGROUP.COM YOUR FINAL PRESENTATION BY SEPTEMBER 15, 2010.

SUBMISSION OF PRINTED MATERIALS

Please use the EnergyOcean Pacific/ Ocean Renewable Energy Conference Standard Power Point Template for your presentation. You can find this template online.

Presentations are due **September 15, 2010**. Please e-mail your presentation to the Conference Coordinator, Kayla Appelt at KaylaA@tradefairgroup.com. If you are unable to meet this deadline or have specific questions about the format, please contact Kayla Appelt directly at 713-343-1869.

Speakers/panelists who represent suppliers must avoid commercial presentations.

All presentations must be free from advertising! You may have your company logo on the first power point slide only. After that, the power point slides must be logo free, with the exception of the EnergyOcean Pacific & OWET logos.

If you cannot e-mail your presentation because the file is too large, please make arrangements to upload your presentation by the due date of **September 15, 2010**. Please go to www.dropsend.com and load your presentation there for free. Just put Kayla Appelt as the recipient and she will pick-up the file before it is deleted (KaylaA@tradefairgroup.com).

ON-SITE PRESENTATION INSTRUCTIONS

You **MUST** bring a copy of your presentation to the Conference; **presentations are NOT pre-loaded** onto your session room computer. The Audio/Visual set up will accommodate CD-Rom or USB Memory Stick.

POST-CONFERENCE

Presentations will be included in the proceeding and will be available to Conference Delegates after the close of the conference.



Conference Agreement

Please **read, initial and sign** this form for the **EnergyOcean Pacific & Ocean Renewable Energy 2010** Conference and return by **September 15, 2010** via fax or email to the Conference Department at (no cover sheet necessary):

Fax: 832-242-1971

KaylaA@tradefairgroup.com

Please initial each statement:

____ I agree to participate as a Speaker or Panelist in the EnergyOcean Pacific/ Ocean Renewable Energy 2010 Conference.

____ I agree to provide an abstract and/or final presentation for inclusion on all EnergyOcean Pacific/ Ocean Renewable Energy show materials. I understand that my abstract and/or presentation will be displayed on the EnergyOcean Pacific/ Ocean Renewable Energy proceedings.

____ As a speaker, I understand **I must bring a copy of my presentation or notes** with me to the EnergyOcean Pacific/ Ocean Renewable Energy 2010 Conference.

____ I agree not to sell or promote any particular product or service at any time during my presentation (**Your company logos may be displayed on the title page or first slide of your power point presentation only. All other pages/slides must be free of corporate logos, except for the EnergyOcean Pacific & OWET Logo which is available online**).

____ If for any reason I am unable to fulfill my obligation to participate, I will send a suitable replacement *** (Replacements must have the same level of expertise and hold a similar position within your organization. Any replacement is subject to review and approved by conference management) ***.

NAME (please print): _____

SESSION: _____

SIGNATURE: _____

**PLEASE RETURN THIS FORM BY:
SEPTEMBER 15, 2010**

Fax: 832-242-1971



SPEAKER CANCELLATION / REPLACEMENT FORM

Please keep this form on file should you have to cancel for some reason and find a replacement. (Please refer to the speaker replacement clause on the Speaker Agreement Form.)

Your Name _____

Company _____

Session you are scheduled for _____

- Unfortunately, I have to cancel but this is who I recommend as my replacement:

REPLACEMENT

Name _____

Title _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail _____

- I understand that my Replacement will be subject to review by the EnergyOcean Pacific/ Ocean Renewable Energy Conference Management Team.

If applicable, please fax this form to Conference Management as soon as you may have a change in your participation. Fax to: 832-242-1971 and call Kayla Appelt, Conference Coordinator, 713-343-1869 to confirm any changes.