

MONORAILEX

2009

INSTRUCTIONS FOR SPEAKERS AND WRITERS OF MONORAILEX 2009 CONFERENCE PAPERS

Thank you for your submission of a paper for Monorailex 2009. Please find enclosed instructions & guidelines for paper submission and presentations. Please take the time to read these instructions. We kindly request that you keep the cut-off dates for submission.

1. PREPARATIONS

All speakers have the opportunity to write a short summary of their paper, to be listed on the Monorailex website. This summary should be 100 words and it should include a short biography of the speaker. **DEADLINE FOR ABSTRACT SUBMISSION IS February 1, 2009!** The abstract can be send by e-mail to info@monorailex.com

2. YOUR WRITTEN PRESENTATION

Please prepare your presentation in the English language. The absolute deadline to include your presentation in the conference proceedings is **March 15th, 2009**. We need to receive your paper in our office on or before this deadline! **PAPERS RECEIVED AFTER THIS DEADLINE CANNOT BE INCLUDED IN THE CONFERENCE PROCEEDINGS.**

Please submit your paper in the following manner:

By E-mail (< 10 Mb) or CD Rom (> 10 Mb) By post: Files: MS Word or PDF

The receipt address for the paper is:

**BRISK EVENTS
PO Box 18
3830 AA Leusden
The Netherlands**

Delivery address:

**Sluithek 6
3831 PB Leusden
The Netherlands**

**Tel: +31 33 4343 500
Fax: +31 33 4343 501**

3. FORMAT OF YOUR PAPER

Please present in the following manner: **Times New Roman, 12pt, plain, bold or italic text, max. 10 pages A4, full color.**

Your paper will contain the following:

- Name, occupation, employer of speaker
- Personal resumé of speaker, published under the heading, 'About the Author'
- 100-200 word abstract
- Introduction followed by the full paper

Your paper will be printed as you deliver it, including illustrations and photographs. Please make sure that all material is of a representative quality. Your paper should not exceed the limit of 16 pages in length. The title page will be produced by Brisk Events in a uniform manner.

For the first page please refer to the enclosed example document.

Your audience likes to recognize you before and after your presentation. Please insert a passport size photograph of yourself on this first page.

Important Note:

- Remember the quality of the content is what is important, not the number of pages.
- Make the written presentation a "self-contained" document. Use photographs, graphs and drawings, if and where applicable to enhance your words. One picture tells more than a thousand words.
- We **cannot accept** copies of overheads or PowerPoint slides as your written paper.



4. YOUR VERBAL PRESENTATION

Please advise Brisk Events of your verbal presentation requirements, no later than 2 weeks before the conference.

Digital Projection with PowerPoint with aid of a beamer

For PowerPoint presentations, a laptop computer with a CD-Rom drive is available. You can provide your PowerPoint presentation on memory stick also. Use of your own laptop is not recommended.

Timing

Please make sure your paper is well timed, and is within the allocated time slot in the program. Every speaker has a max. of 20 minutes total: 15 min. speaking time and 5 min. discussion time.

Please consider that the program is full and that the speaker after you would also like their allocated time available to them.

Verbal presentation guidelines

- DO NOT use your written document word for word for your verbal presentation. May we suggest you adapt some of the text and add a few "sparkling lines". This gives more flavor to your verbal presentation.
- REHEARSE! A suggestion is to rehearse and test your speech in front of a known audience. If you do this, you can also ensure your presentation falls within the time limits. Ask your audience to be critical towards your presentation.
- A good start for your presentation is to tell the audience which subjects you intend covering. Mention these subjects when you come to them during your presentation.
- Speak slow and well pronounced. It is important that what you say is well understood. Some presenters begin to speak too fast. If your native tongue is not English, pronunciation is especially important! Keep in mind that for many in your audience, their native tongue may not be English.
- Take a pause during your speech every now and then. You will be better understood when you go from one subject to another. Look at your audience, take a deep breath and then continue.
- Use your hands moderately to express your convictions. Never put them in your pockets.
- Throwing in a joke is a good suggestion to keep your audience motivated, however do not overdo it!
- Do not become too commercial. Mentioning your company's name in the Introduction and at the end of your presentation is more than enough. Your audience never appreciates a presentation that is too commercial.

5. FINAL THOUGHT

- Keep in mind that your audience should remember your presentation because of the quality of the content of the paper, and not necessarily for the physical presentation.
- Last but not least: Do not forget that your presentation is a unique opportunity to be considered as an authority. Make use of this opportunity.

Good Luck!

