



## Speaker Information

With the FIG 2011 Working Week fast approaching, our preparations are almost complete and we are looking forward to welcoming you to the Conference at Palais des Congres in Marrakech, Morocco and seeing your presentation. The following details may assist with your final planning.

### Conference Programme

The Program begins on Thursday 19 May at 09:00 with the first Plenary Session in Salle des Ministres, in Palais des Congres. Please notice that the Opening Ceremony will take place Thursday 19 May in the afternoon at 17:45 followed by the Moroccan Evening at Restaurant Palais des Jbilats, km5 Route Principale de Casablanca, Jnane Kadate – 40000 Marrakech ([www.lepalaisdesjbilates.com](http://www.lepalaisdesjbilates.com)) (registration/ticket needed for the Moroccan evening).

A comprehensive and stimulating Conference Program has been developed to cover a wide range of topics relevant to the Conference Program.

For the most up to date overall Conference Program please visit the FIG 2011 website at: <http://www.fig.net/fig2011/program.htm>

Here you will also find the technical programme (please notice that there may still be changes in the programme: <http://www.fig.net/fig2011/techprog.htm> and proceedings at [www.fig.net/pub/fig2011](http://www.fig.net/pub/fig2011)

### Speaker preparations

All Speakers are requested to visit the **Speaker Preparation Room** 24 hours prior the start of your session. The Speaker Preparation room is located in room: **REDA 3** (level -1 at Palais des Congres). There are computers in the room and staff to help. In the room REDA 3, you will find 5 laptops where you can download your slides (and full paper if not sent to FIG). Speakers are invited to submit their slides by following the sign in front of each laptop. The sign will describe the corresponding technical sessions with concerned rooms for each session. In a case of difficulties, Speakers can contact our volunteer assistants in front of the corresponding rooms of their technical sessions. The organizing committee has affected for each room of the technical session two helpers (a technician and a scientific assistant). If you do not have any visual aids or requirements you must still check in with Speaker Preparation to inform the technicians that you are present.

It is important that your presentation is named correctly so that it can be showed in the session. Please name your presentation in the following way:

Session\_name\_name\_paperno\_ppt.ppt

e.g.

Technical session:

If one author: ts02j\_henninger\_3808\_ppt.ppt

If two authors: ts02i\_battilana\_geoffrey\_3739\_ppt.ppt

If more than two authors: ts02h\_rokos\_kyriazis\_et\_al\_3916\_ppt.ppt

You will find all information about your paper in the proceedings on the web:

<http://www.fig.net/fig2011/techprog.htm>



Presentations must be prepared in Microsoft Power Point 2003 (PPT) or PowerPoint 2007/10 (PPTX) or the presentation converted to Adobe PDF format and saved onto a CD-Rom, USB Memory Stick or External Portable Hard Drive. Floppy Disks, 35mm Slides and Over Head Transparencies are not accepted. Unfortunately, we are not able to support Apple Macintosh so please bring your presentation in a form that is convertible with Microsoft.

No own laptops are allowed. Your presentation must be shown through the computer in the room with your session. Presenters who wish to use their own laptops due to special software requirements are requested to check in with the Speaker Preparation room to discuss this with the technicians. Again please check in at the Speaker Preparation Room (REDA 3) 24 hours prior to your presentation.

The Speaker Preparation room is located in REDA3, at Level -1 at Palais des Congres, and will operate throughout the entire duration of the Conference.

Opening hours of the room: 9:00-17:30 from 18<sup>th</sup> to 21<sup>st</sup> of May 2011

#### **In the session**

In the technical session there will be a chair and a rapporteur. The chair will introduce you to the audience based on the information that you have included in your paper. The chair will be responsible that all speakers in the session will have same time to make their presentation. He/she will also reserve some time for questions/discussion either after each presentation or at the end of the session. Number of papers per session varies, so please follow the instructions of the chair in your session. There may be some last minute changes (e.g. drop outs) that may impact the time schedule. The role of the rapporteur is to evaluate the session.

Please notice that flash presentations are scheduled to approximately 5 minutes followed by 3-5 slides. Other papers and peer review papers are scheduled for approximately 10 minute presentations. There will also be time for discussion. The Session Chairs decides whether discussion will be right after each presentation or at the end of the session.

There will be interpretation in rooms Salle des Ministres (all sessions with TSxA) and in Fes 1 (all sessions with TSxB).

#### **Registration process**

Please find following the opening hours of the Registration Desk. If you are checking into your hotel on Tuesday 17 May 2011, or prior, we encourage you to visit the Registration Desk at the Area Espace ASNI I already on Tuesday to collect your name badge and Congress materials.

#### **Registration Desk Opening Hours:**

Tuesday 17 May	13:00-17:30
Wednesday 18 May	8:00 - 17:30
Thursday 19 May	8:00 - 17:30
Friday 20 May	8:00 - 17:30
Saturday 21 May	8:00 - 17:30



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### **Registration process**

All participants are invited to accomplish their registration at the Espace ASNI 1 area and get their badges from the desk according to the guidelines and signs posted in front of the area. After getting the badges, the participants may enter the Palais des Congrès to collect their bags. The area reserved for this task is located at the welcoming desk. Please follow the signs to easily accomplish the step.

Together with the name badge, you will find tickets of the various lunches offered with the full registration, of dinners and tours, and a ticket for the bag. On the welcoming desk, the participants are invited to present the ticket bag and their badges to the logistical committee to get delivered the bag.

### **Welcome Reception**

An invitation is extended to all delegates and registered accompanying persons to attend the Welcome Reception to be held at Mansour Eddahbi Hotel. The Welcome Reception will be held Wednesday 18 May from 19:30-21:00. All Speakers will need to register their attendance prior to the Welcome Reception in order to collect the ticket for the Welcome Reception.

### **Exhibition**

The Exhibition is open from Thursday 19 May 2011 at 10:30 to Saturday 21 May 2011 at 12:30. The exhibition area is located in the Palais des Congres, at the Level 0.

Opening Hours:

Thursday 19 May:	10:30 – 17:30
Friday 20 May:	09:00 – 17:30
Saturday 21 May:	09:00 – 12:30

FIG and ONIGT look forward to welcoming you to the FIG 2011 Working Week and to Marrakech!