



10th International Energy Agency Heat Pump Conference 2011: Heat Pumps - The Solution for a Low-Carbon World

Guidelines of **Video & Voice letters** for the Website Conference ~Address & Keynote Speakers~

Video and voice letters are exclusively asked to address and keynote speakers to enhance the Website Conference.

Your contribution via video and/or voice letters to the Conference is more than welcome and we would be very much grateful for that!

Duration of presentations

Maximum of 10 minutes for **address** speakers.

Maximum of 30 minutes for **keynote** speakers.

Conference Language

All presentations should be made in English. There will be no translated versions of your presentations available on the conference website.

Duration of publishing your presentations

June 27 to August 31, 2011 (During the Website Conference)

*No presentation data will be included in the conference proceedings (Conference CD and Program & Abstract Booklet) other than your full paper.

Size of the data

We do not set a maximum size of the video and voice letters data. However, please note that too large data for uploading will be degraded by the secretariat.

Format

Video letters; mpg or wmv

Voice letters; mp3

How to provide the data

<Airmail>

Please provide us with your data in CD, DVD by airmail. Please be sure it will arrive at the Conference secretariat by **Friday, June 10, 2011**.

Please note that we will not return your CD or DVD unless being asked to return.

Where to send

Secretariat, 10th IEA Heat Pump Website Conference 2011
Heat Pump and Thermal Storage Technology Center of Japan (HPTCJ)
1-28-5 Nihonbashi Kakigaracho, Chuo-ku, Tokyo 103-0014, Japan

<Email>

If your data is small enough to be delivered by email, please send it by email, hpc2011web@hptcj.or.jp by **Tuesday, May 31, 2011**.

Deadline of data submission

Tuesday, May 31, 2011 for email delivery

Friday, June 10, 2011 for airmail delivery

Protection

All of your submitted materials for the Website Conference will be protected by the system from illegal copying.

Thank you very much for your kind cooperation and contribution. We are looking forward to welcoming you to the Website Conference!

Should you have any questions, please feel free to contact

Secretariat, 10th IEA Heat Pump Website Conference 2011

c/o Heat Pump and Thermal Storage Technology Center of Japan (HPTCJ)
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