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

Important Information for Oral Speakers

Presentation Room Configuration:

All oral presentations from Sessions 2 to 9 will take place in two conference rooms, either room 'Orion 1' or room 'Orion 2'. Both rooms have a length of about 30 meters. In front of the audience will be a table for the Chair and Co-Chair for each Session. The position of the speaker will be on the right or left side below the screen. The screen is about 4.9 m wide and 5.5 m high.

The presentations of Session 1 will take place in the large conference room (Orion 1 & 2). There are two screens positioned left and right of the table for Chair/Co-Chair and the speaker's desk.

Computers and beamers

On the speaker's desk, you will find a laptop with Microsoft Office including PowerPoint (with a mouse). An engineer will be present to help uploading and changing your presentation or assist you during your presentation. Generally, you as the speaker, click the buttons to go through your slide show.

Language and Font size on slides and figures and conference logo

All slides should be written in English. Please don't use smaller fonts than size 20. Your presentation should have the same content as your full paper. There is no special template for the ppt-presentation. Please include our conference logo in your presentation. The logo can be downloaded from the website; http: //www.hpc2011.org/ .

Duration of presentations

Individual presentations in Session 1 will take place according to the conference program. There will be no discussion after the presentations. The Chair or Co-Chair of the session will introduce the speaker. The introduction will take two to three minutes.

Keynote presentations from sessions 2 to 8 have duration of 30 minutes. Before the presentation, the speaker will be introduced by the Session Chair. After the presentation, a time of about 5 minutes should be left to answer some questions. This means that there are 22 minutes, maximum, for the presentation.

Non-keynote presentations from sessions 2 to 8 have a time-frame of 20 minutes. Please be aware, that after a short introduction by the Chair and one or two questions at the end of the presentations; there are only 15 minutes (maximum) of presentation time left!!

Presentations in Session 9 have a time-frame of 15 minutes. Presentations should not exceed 12 minutes (maximum)!
Please note that the Chair of the session will stop you if you are trying to speak too long!!
You will be notified three minutes before the end of your presentation.

Conference Language and Interpreters
All presentations will be in English. There will be a simultaneous interpreter service which translates all presentations from English to Japanese. These activities will not disturb the speakers. The interpreters would be very much grateful for not speaking too fast.

Hard copies of full papers and Conference CD
Your full paper will be included in the Conference Proceedings-CD, which will be handed out when registering on site. There are no hard copies of full papers in the conference rooms. Author names, abstract and keywords of your full paper will be printed in an 'Abstract Booklet' which also will be available at the registration for the conference on site. The conference CD does not contain your Power Point presentation.

Sending your presentation to the Conference Secretariat
To reduce stress and confusion before the sessions, we ask you to upload your Powerpoint presentation file to a password-protected URL in advance (by 1200 hrs Japan Time, Thursday, April 28th). By doing so, we can test your presentation before the conference. We will notify you of the URL, your ID and password later by e-mail.

Important: Even though you have sent the presentation data, please bring the data on an USB-stick to Tokyo as a backup!
Please understand that all presenters themselves are responsible for bringing the presentations to the conference.

Speakers Introduction
Please send your short biography (maximum 3 lines) to the conference secretariat. We will collect all introductions and enable the session Chairs to introduce you to the audience.
Please send us this information by email by April 28.
The biography should include: Name, Affiliation, Major achievement(s).

Thank you very much for your kind cooperation. We are looking forward to welcoming you in Tokyo!

For further information, please contact

Secretariat for HP2011
c/o Japan Convention Services, Inc.
E-mail : hp2011@convention.jp