

***12th International Conference on Biocomposites:
Transition to Green Materials
May 6-8, 2012
Marriott Niagara Falls Fallsview & Spa Hotel***

SESSION SPEAKER & POSTER PRESENTER RESPONSIBILITIES

1) Abstract -- *Deadline date: January 15, 2011*

You are requested to prepare an abstract of your presentation for the Abstracts booklet distributed to conference attendees. Your abstract (200-250 words) should clearly define the objectives of your presentation, briefly describe the topics to be covered, and list major conclusions or recommendations.

E-mail your abstract to contact@biocomposites-toronto.com.

Note: You may have already sent an abstract that is of sufficient length and detail. If you would like to send an updated abstract, please e-mail it by January 15, 2011

2) Conference proceedings – submission of Paper/Presentation deadline: January 15, 2011

Attendees at the conference will receive a booklet that will contain the abstracts of both the presentations and posters to be presented. Attendees will also receive the full papers of both the presentations and the posters in electronic form. You can provide us with a paper of your presentation or poster to be included in the electronic conference proceedings. Please read the 'Biocomposites-PaperFormat.pdf' instructions for the preparation of the papers. You can also use the template 'Biocomposites-PaperFormat.doc'. Papers that do not follow these guidelines will not be accepted.

For session speakers only: If you do not wish to provide us with a paper you can send us your presentation instead to be included in the electronic conference proceedings. Only works submitted by the deadline will be included in the electronic proceedings. Submit your Paper/Presentation to contact@biocomposites-toronto.com.

**3) Speakers and poster presenter's registration deadline:
January 20, 2011**

4) Travel and Hotel Arrangements -- Deadline Date: *April 06, 2012* for the special room rate at the

- **Marriott Niagara Falls Fallsview & Spa Hotel**
- **Marriott Gateway on the Falls Hotel**

You are expected to make your own arrangements for travel to the conference and your own hotel reservations.

The official hotel of the Conference is the Marriott Niagara Falls Fallsview & Spa 6740 Fallsview Blvd., Niagara Falls, ON, Canada L2G 3W6.

A block of rooms has been held until April 06, 2012 for the conference with special rates. For reservations, please state that you are with the 12th International Conference on Biocomposites.

Reservations can be made by Calling:

- *Marriott Gateway on the Falls ~ 1-877-353-2557*
- *Marriott Niagara Falls Fallsview & Spa ~ 1-888-501-8916*

Please state that you are with the 12th International Conference on Biocomposites and provide the following Group Code: CBD30A

5) Submission of the Presentations (for session speakers only) -- *Deadline date: April 20, 2012*

If you have provided us with a paper of your presentation, then please send us your presentation by April 20, 2012. The Biocomposites Conference Organizing Committee prides itself in the quality of the conferences that it organizes. One of the most important aspects of any technical presentation is the quality of the visual materials. In this day of computer-generated visuals, readability should not be a problem. The most frequent problems we experience are slides with too much information in a type size that is too small, or with poor choices of colors.

Colors must have sharp contrast to be seen at a distance. We ask that you review the enclosed '*Presentation Guidelines*' booklet when preparing visuals for your presentation.

You can prepare your presentation in either APPLE MAC KEYNOTE or MICROSOFT POWERPOINT.

We are asking speakers in sessions 1 and 2 to plan their PowerPoint presentations for approximately 20 minutes duration (followed by 5 mins Q&A) in order to fit a 25-minute timeframe. To check your session and the final program, please go to: <http://www.biocomposites-toronto.com/program.html>, which will confirm the timing of your presentation. Please review and ensure that the title and your information are correct.

6) Speaker Meeting and Reception -- *Sunday evening, May 6, 2012*

There will be an important 30-minute meeting for speakers and moderators on Sunday evening, May 26, 2012 to run through the details of the meeting, such as timing, Q&A, audio/visual procedures, etc. The time will be assigned and advised to you prior to the date. We ask you to consider these events when making your travel plans.