

7. Sending your presentation before the conference (IMPORTANT: makes things much easier for you and us)

We would very much appreciate if you could send your lecture beforehand to the conference secretariat. If possible, please send your powerpoint file **not later** than **May 15, 2008** to consoil@fu-confirm.de (Ms. Ogarit Uhlmann). We will check the files and save them to the presentation PC in your lecture hall.

8. Taking your presentation to the Conference Centre

- Take your Power Point presentation with you on **USB stick or CD. Computer diskettes are not accepted.** Please **DO NOT** bring your lecture on your own notebook!
- We prefer to have only the file of your presentation loaded on your USB-stick/CD; so no other files.
- Please go to the preview room to check/test your presentation.
- During the breaks and lunches you may take your USB-stick/CD to your session hall to hand it over to the technical assistant. She/he will load it on the presentation PC.

You may use the break before your session at the latest, however we prefer earlier breaks.

To avoid queuing we ask you to follow the time table below for delivering your presentation to the technical assistant in your session hall.

Day/time of your session	Day/time of bringing your presentation to the technical assistant in your session hall
Tuesday 3 June: morning	Tuesday 3 June: before 10.00 hrs (from 8.00 hrs; also during opening session)
Tuesday 3 June: afternoon	Tuesday 3 June: after 10.00 hrs
Wednesday 4 June: morning	Tuesday 3 June: after 10.00 hrs
Wednesday 4 June: afternoon	Tuesday 3 June: after 10.00 hrs
Thursday 5 June: morning	Wednesday 4 June
Thursday 5 June: afternoon	Wednesday 4 June
Friday 6 June: morning	Thursday 5 June
Friday 6 June: afternoon	Thursday 5 June

Please note: If you have not yet registered we urge you to do so as soon as possible (www.consoil.de → "REGISTRATION"). Please book also your accommodation at www.consoil.de → "ACCOMMODATION" if you have not done so yet.

Until the conference you will receive no further information.

If you have questions about these instructions, please contact the Conference secretariat:

Ms. Ogarit Uhlmann

F&U confirm

phone: +49 341 235 2264

email: consoil@fu-confirm.de

We are looking forward to meeting you at ConSoil 2008 and wish you a successful presentation.

Best Regards

Ogarit Uhlmann

ConSoil 2008 conference secretary