

## Speaker Kit

The Technical Programme Committee of the GEO India 2011 appreciates your contribution to an excellent programme. GEO India takes place at the India Expo Centre and Mart, a state-of-the-art, multi-functional venue designed for world class events. The centre offers fully air-conditioned halls and conference rooms and ample parking for over 8,000 vehicles. Each morning will begin with a Plenary Session followed by three concurrent oral sessions in the morning and three concurrent oral sessions in the afternoon.

The PDF of the Final Announcement and other details can be accessed at the GEO India website [www.geo-india.com](http://www.geo-india.com)

### Hotels

The hotels, which have blocks of rooms for the conference attendees, are the following: Hotel Moisaac, Raddison MBD and Savoy Suites. There are no provisions for transportation to and from the venue from the respective hotels mentioned above. However, traveling by taxi in New Delhi is reliable and affordable.

Remember that hotels in New Delhi fill up quickly for large events such as GEO India, so book well in advance.

### Official Agents for Accommodation

For complete details on hotel reservations please visit [www.geo-india.com](http://www.geo-india.com)

### For further information contact:

Hemant Tripathi / Rahul Chopra



Travel Corporation (India) Ltd / Thomas Cook (India) Ltd

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### Registration

There are three ways to register:

1. Online through the APG India website [www.apgindia.org](http://www.apgindia.org). This is the most convenient way to register and is highly recommended.
2. Phone or fax to (Phone) +91 135 2758778 or (Fax) +91 135 2753639

3. Mail or fax a downloaded registration form to:

#### Coordinator, GEO India-2011

3rd Floor, S & T Building  
KDMIPE, ONGC  
Kaulagarh Road  
Dehradun-248195  
Uttarakhand  
India

All registrations must be accompanied by full payment of the delegates' fees. Attendees may also register onsite at the India Expo Centre and Mart, but are reminded that this is a very busy time and they may be subject to delays.

#### Registration Desk:

Tuesday, 11 Jan 2011	14:00–18:00 hrs
Wednesday, 12 Jan 2011	08:00–18:00 hrs
Thursday, 13 Jan 2011	07:00–17:30 hrs
Friday, 14 Jan 2011	07:00–17:30 hrs

All Speakers are required to register and pay the registration fee.

#### Conference Delegates Rates

<b>Member Early</b> (by 14 November 2010)	\$630
<b>Group (IOC/NOC)</b> (by 14 November 2010)	\$630
<b>Non-Member Advance</b> (by 14 November 2010)	\$700
<b>Member</b> (after 14 November 2010)	\$725
<b>Group (IOC/NOC)</b> (after 14 November 2010)	\$750
<b>Non-Member</b> (after 14 November 2010)	\$800
<b>One-Day Member</b>	\$395
<b>One-Day Non-Member</b>	\$475
<b>Exhibition Only Pass</b>	Free
<b>Student Members</b>	\$45
<b>Student Non-Members</b>	\$50
<b>Guests</b>	\$150

#### Visa Requirements

Visitors wishing to visit India must possess a valid passport from their country and a valid Indian visa.

There is no provision for 'Visa on Arrival' in India and no fee is charged for immigration facilities at the airports. Foreign passengers should ensure that they are in possession of a valid Indian visa before they start their journey to India, except nationals of Nepal and Bhutan who do not require a visa to enter India, and nationals of Maldives who do not require a visa to enter India for a period up to 90 days. (A separate visa regime exists for diplomatic/official passport holders).

The Consular Passport and Visa (CPV) Division of the Ministry of External Affairs is responsible for issuance of Indian visas to the foreign nationals for their visit for various purposes. This facility is granted through various Indian missions abroad.

We can provide a letter that indicates that you are attending GEO India 2011, which may assist with the issuance of your visa to India. This letter is for visa purposes only and does not imply any financial commitment from any of the organising associations involved with GEO India 2011. All expenses involved with attending the event, including airfare, transportation, lodging, meals, insurance and show entry fees will be the responsibility of the attendee.

#### Author's Room

The Author's Room is located in the Exhibition Hall during the conference:

Wednesday, 12 January	08:00 – 20:00 hrs
Thursday, 13 January	09:00 – 18:00 hrs
Friday, 14 January	09:00 – 18:00 hrs

The Audio Visual Technicians will be present on all days to upload your presentations on the conference computers. Laptop computers will be available with Internet access for you to review and make any changes to your presentation before it is loaded on the conference computers. Power and Internet access will also be available for you to use your own laptop.

Your electronic presentation should be loaded on the conference computers before the Author's Room closes the day before your presentation.

#### Electronic Presentations

- Your presentation on CD-ROM or USB storage device (thumb drive) should be delivered to Technical Support staff in the Author's Room. CD-RW discs are not recommended.
- Your presentation and any attached files (videos, animations, etc.) should be the ONLY data on your disc. If you have multiple presentations, place each presentation in a file.
- All presentations will be loaded onto a computer in the Author's Room and then sent to the session halls at the appropriate time. Each session hall will be equipped with two laptops. One will be used for the presentation, and the other will be for backup only. You are required to use the laptop provided.
- **The computers in the presentation rooms and the Author's Room are identical. All computers are Microsoft Windows-based with Microsoft Office 2003.**

#### Session Room Equipment

Electronic presentation will be the only format available. All oral presentations must be in either Windows-based PowerPoint or PDF format only.

Each session room is equipped with the following:

1. One (1) high intensity data projector
2. One (1) large square format screen
3. Speaker timer

4. Laser pointer
5. Projection advance remote
6. Lapel Microphone

35mm slide projectors, overhead projector and/or movie projectors, internet connections and dual screens will NOT be available.

To ensure that your presentation is a success, be sure to visit the Author's Room so we can get you checked-in. All presenters are required to check into the Author's Room one-half day prior to their session time.

#### Electronic Presentation Preparation

- Electronic presentation will be the only format available for this conference.
- "Slides" will be keyed by the speaker from the podium with a mouse.
- No internet connections will be available in the Session Hall.
- The scheduled day for your presentation will appear in the final Meeting Program. A copy of the Final Announcement is available through the Geo India website, Technical Program.
- Presentations are scheduled for every 20 minutes. 15 minutes time is for the introduction, the presentation, and 5 minutes for question-answer period following your talk. All sessions follow the same time schedule, and it is **essential that all sessions adhere to that schedule**. Session chairs have the responsibility for seeing that each presentation begins on time. Speakers, you must leave time for questions within your 20-minute block.
- You may wish to arrive at your session room a few minutes before the start of your session.

Take time to familiarize yourself with the setup of the session room. There will be a remote control that will allow you to control the slides during your presentation. A technician will be available to assist you.

- A microphone and a lapel microphone will be provided in each session room. Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. There should be a comfortable distance between your mouth and the microphone. The lapel microphone should be clipped "knot-high" on the side closest to the screen.
- Please remember, good slides are essential to a quality presentation. You only have a few minutes to get your ideas across to the audience. Emphasize only a few key points. **Keep slides simple:** one idea – one slide.
- If you are unable to give your presentation for any reason, please notify Dr. Rajesh K.Saxena by email at [geoindia@apgindia.org](mailto:geoindia@apgindia.org)

#### Speaker and Poster Presenter Breakfast

You are invited to attend the speaker and poster presenter breakfast which will be held at 8:30 the morning of your presentation. Plan to attend the breakfast, meet your session chair and receive any last minute information.

#### Biographies

Session chairs will need to introduce you prior to your presentation. Please email a short biography to Mr. Tariq Hussain, Member Technical Programme (Email: [tariqgeol@gmail.com](mailto:tariqgeol@gmail.com)) and it will be forwarded to session chairs.

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Please sign and return this form to: [geoindia@apgindia.org](mailto:geoindia@apgindia.org)

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Signature of Author

Date (DD/MM/YYYY)