

BuilConn/M2M Europe 2005

Track Leader & Speaker Instructions & Policy

Anto Budiardjo – Clasma Events Inc. – 21 July, 2005

This document outlines information and policies for track leaders and speakers at the BuilConn/M2M Europe Conference, to be held November 8-10 at the Amsterdam RAI.

Time table & Deadlines

29/Jul	Track and session names to be finalized and presented on the Web site (with or without abstracts). Track leader names to be confirmed and bio/picture uploaded on SessionView
5/Aug	SessionView database will be populated with track and session info so track leaders and speakers will be able to start using SessionView to manage sessions.
2/Sep	Track/session information (titles, names, bio and abstracts) should be substantially complete and will be displayed on the Web sites (ready for main September promotional activities)
30/Sep	All track/session information must be complete so organizers will maximize promotional activities and make any last-minute changes.
21/Oct	Conference book will go to print; all information in SessionView will be used for the book. This is an important PRINT deadline. Information not in SessionView will NOT be printed.
4/Nov	Presentations must be uploaded on SessionView by this date.

Complimentary Registration Policy

Clasma Events intends to be reasonable in providing event contributors with recognition of their effort; speakers, especially suppliers, will need to appreciate that speaking at an event like BuilConn/M2M provides them with an opportunity to promote themselves even if the content of the conference is educational.

- Track leaders, keynote speakers are provided a complimentary full conference pass to the event.
- Speakers that present educational sessions will be provided with a complimentary pass for the day they speak, and provided a reduced fee (50% discount) for other conference days they wish to attend.
- Speakers participating in panels and discussions are required to register and pay for their conference attendance as either part of their sponsorship/exhibitor package or as a normal conference delegate.

The organizers are the final arbiters of the above policy and will make decisions based on providing the best content to conference delegates.

Promotion: Please look out for Emails from Clasma, regarding ways to promote your speaking participation.

Non-Commercialization Policy

BuilConn/M2M speakers will abide by the event's non-commercialization policy. Presentation must not be a commercial pitch of any products or services. Sessions are intended to provide education and discussions.

All PowerPoint presentations must be made using approved templates (available on SessionView) and not use the speaker's own template. Presentations slides must not contain unnecessary display of logos.

Track leaders will have the authority to change presentations or remove a speaker from the program if speakers do not follow this policy. If track leaders cannot resolve issues, the organizers will have the final say.

SessionView

SessionView is a Web-based speaker management system used by Clasma for BuilConn and M2M. The system has been created to help us display speakers in the best way possible. Please help us help you look good.

As a speaker or track leader, you use SessionView to manage your personal profile including contact info, bio, picture as well as managing the tracks and sessions that you are organizing or participating in. You also use SessionView to upload PowerPoint presentations files so others in your session can have access.

To use SessionView, go to www.sessionview.com

- You login with your Email address. If you don't know your password, use the links to have it sent to you.
- If your Email address is not recognized, contact your Track leader or Email sv@clasma.com

Note: non-personal information entered into SessionView (name, company, title, abstract, bio & picture) will immediately be displayed on the public Web sites of www.builconn.com and www.memexpo.com.

Speaker Contact Information

Conference agenda & content issues	Anto Budiardjo – antob@clasma.com or +1(817)946-3162
Web, art, pictures, uploads, SessionView	Todd Fletcher – todd@clasma.com or +1(972)865-2234
Press and communications	Heather Deal – heather@clasma.com or +1(972)865-2233
Track related issues	Your track leader – See SessionView, BuilConn or M2M web site
General Event issues	Clasma office content@clasma.com or +1(972)714-0500