

Associated Meeting Information

In order to help you have a successful meeting, we would like to provide you with important information and ask you to answer a few questions:

1. Very important: is the meeting confirmed or is it still tentative: _____
2. Expected number of guests (for room assignment): _____
3. Is it open to the public or by invitation only: _____
 - If not open, please remember to send invitations.
 - If it includes NON-REGISTERED conference participants: if some of your guests are not registered for the conference, please ask them to arrive **no earlier than 16:20**, to prevent overcrowding the venue. Note that they are not allowed to participate in regular conference sessions nor present posters. They may view the poster presentations, provided you make room for that in your agenda. Also, please remind them that the conference will only provide coffee-break to registered participants.
4. **Abstracts:** if you are planning to ask participants to submit abstracts, please collect them directly from the submitter.
5. **Presentations:** if you'd like, we can upload presentations for public viewing at the conference website. Please bring a copy on a CD or pen drive (data stick) to the front desk, before or the day after your meeting.
6. Please end your meeting promptly at pre-assigned times (see below). Our contracted staff must leave by 20:00 and needs time to set the rooms up for next day's conference sessions. For meetings on:
 - Sunday: end by 17:00
 - Monday: end by 18:30
 - Tuesday and Wednesday: end by 19:45
7. Although we may not be able to accommodate all requests, please indicate your preferred meeting format (Auditorium, U-shape or round table): _____
8. **Equipment:** Laptops and audio are not provided, only data-shows (projectors). If you need anything else, please contact the Studio 5 directly at < LINK>.
9. **Printed material** (special agendas, publications, sign-in sheets, etc.): are not provided.
10. **Support staff:** we will have a few people around to help in case of equipment failure, answer questions, direct participants, etc. If you need, please ask for help at the front desk.
11. This information also posted on the conference website:
http://www.lbaconferencia.org/lbaconf_2008/port/assoc_mtgs.htm

Your comments: _____

WE HOPE YOU AND YOUR PARTICIPANTS HAVE A WONDERFUL MEETING!! SEE YOU IN MANAUS!

IMPORTANT: The coordinator and/or institution are responsible for the overall logistics and any costs associated to the meeting.
Questions? conf_support@mail.lbaconferencia.org