



2nd Regional Deep Water Offshore West Africa Exploration & Production Conference & Exhibition, scheduled for October 2-6, 2007 at the Talatona Conference Centre in Luanda, Angola

Instructions for oral presentations

Information about your presentation:

- ❖ As speaker you have 25 minutes for your presentation, including discussion.
- ❖ Your presentation should be made in a Microsoft Windows format.
- ❖ If not, please bring your presentation on a USB stick. Please keep in mind that presentation can only be loaded before the session starts and during breaks.
- ❖ Please be informed that we cannot accept presentations in a Zip drive or Macintosh, please inform the seminar secretariat in advance, should this cause any problems.
- ❖ You are allowed to bring your own laptop. However, you should be present in the session room **at least half an hour before the session starts** and contact the technician.

Procedure in the session rooms:

- ❖ We kindly ask you to be present at least 15 minutes before the session starts.
- ❖ Introduce yourself to the chairman / moderator.
- ❖ For all questions, please refer to the technician.
- ❖ Please allow yourself enough time to check your presentation, especially when you are using movies in your PowerPoint presentation.

CONFERENCE SECRETARIAT

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