



INTERNATIONAL WIRE & MACHINERY ASSOCIATION

**IWMA BANGKOK TECHNICAL SEMINAR
12 October 2009, Bitec, Bangkok, Thailand**

SPEAKER APPLICATION FAX BACK FORM TO +44 1926 314755

I agree to submit my name and paper subject to the Seminar Technical Committee for selection and inclusion in the Bangkok Technical Seminar programme.

The Précis of my paper is attached (50-100 words).

The title of my presentation is:

.....

.....

(Conference will be in English and Thai languages)

I agree to limit the period of my presentation to 25 minutes and have read and agree to abide by the conditions and regulations contained in the 'Notes to Speaker' as well as Speakers Schedules for submission of manuscripts.

Date: Signature:

Name (Print): Position:

Family Name *Initial*

Company:

Address:

.....

..... Postcode: Country:

Tel: Fax:

E-mail:

PLEASE RETURN TO IWMA AS SOON AS POSSIBLE BUT NO LATER THAN 31 MARCH 2009

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INTERNATIONAL WIRE & MACHINERY ASSOCIATION
IWMA BANGKOK TECHNICAL SEMINAR
12 October 2009, Bitec, Bangkok, Thailand
SPEAKER APPLICATION TERMS & CONDITIONS

1. All speaker applications must be received before closing date on application form, or preferably before the stipulated date
2. The Selection Committee decision will be final when choosing applications to be included in the programme
3. All selected speakers will be notified within 1 month of the closing date and will be sent the provisional programme chosen by the Committee together with speaker's registration form and documentation, being the formal notification of acceptance as a speaker. Registrations by selected speakers confirms their participation in the programme. Any registered speaker who cancels participation after the closing date and fails to appear at the seminar or arrange for a substitute to present the announced paper will jeopardize the right to present papers at future conferences or seminars. Speakers cancelling their appearance and presentation must do so in writing to the Association's UK office.
4. Selected speakers must submit their completed manuscript to the organisers by **31 August 2009**. Failure to meet this date will risk the possibility of being excluded from the final programme.
5. All manuscripts must be submitted in English language and sent to our offices in electronic format on CDROM or alternatively via email to info@iwma.org. Please note that when sending manuscripts via email we will be unable to accept files over 15mb in size. File sizes over 15mb can be uploaded to our FTP server (please contact us for details). We will accept manuscripts created in either MS Word or in PDF format (Adobe Acrobat). In both cases we request that speakers provide any photographs or figures contained in their manuscripts as separate file attachments in addition to the complete paper. The organisers will remake the final layout of the seminar proceedings so that each paper will conform to the same styling. Because of this we request that speakers submit their photos and figures in the largest sizes and resolutions possible to avoid any distortions or loss of quality when their paper is set out in the final proceedings. All diagrams and graphics must be numbered and indexed in the manuscript text. Photographs may be presented in the seminar rooms via slide projector or overhead projector. Video presentations will also be allowed as long as they do not run for more than 6 minutes. Manuscripts and other materials must be submitted in original form (not photocopies)
6. Technical presentations will be limited to a time period allocated to the specific programme including any video film or slide presentation. No presentations will be accepted which do not include a printed manuscript for distribution to the attending delegates by the organisers. Undue commercialism is not allowed in the written or verbal presentation. Specifically excluded are advertising slogans and statements making comparison with competitors' products or materials. All presentations must be of a technical nature and any claims confined to substantiated facts.
7. The organisers reserve the right to reproduce accepted manuscripts in publications or proceedings and distribute these at times other than related to the seminar at which they were presented and at no cost or fee to the author or originator.
8. Selected speakers (one person only) are entitled to FREE seminar programme registration and all the benefits and entitlements included as if they were a paying delegate, providing confirmation is received from the organisers
9. All speakers/authors who are selected for the papers programme will be sent full details and the official speaker's registration form well in advance of the event.
10. Hotel, travel and subsistence costs are the responsibility of all accepted speakers/authors who are notified that they are included in the official programme.
11. These conditions and terms are considered and accepted as binding by each speaker/author who is confirmed as a participant in the scheduled seminar and the organisers retain the right to adjust or modify these terms and conditions at any time according to the circumstances applicable to the final programme.