



Please save completed form on desktop / hard drive.
Email completed form to admin@minexforum.com

Speaker enquiries:

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MINEX Central Asia'10

Speaker Registration Form

Please fill in the form sheet below **electronically** and make sure all information is correct. Provided information will be included in all Forum documents. Please return the Speaker Registration Form to: admin@minexforum.com.

1. Speaker details:

Title:	<input type="text"/>	Name:	<input type="text"/>	Surname:	<input type="text"/>
Job Title:	<input type="text"/>				
Phone:	<input type="text"/>	Mobile:	<input type="text"/>		
Email:	<input type="text"/>	Website:	<input type="text"/>		
Company:	<input type="text"/>	Industry:	<input type="text"/>		
Address:	<input type="text"/>				
City:	<input type="text"/>	Post code:	<input type="text"/>		
Country:	<input type="text"/>				

2. Presentation details:

Presentation title:	<input type="text"/>				
Presentation outline:	<input type="text"/>				
Preferred language:	<input type="text"/>	Presentation time:	<input type="text"/>	Preferred date:	<input type="text"/>
Your comments:	<input type="text"/>				



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3. Technical Requirements for preparing presentation materials:

Your presentation will be run on our laptops & projected on the main screen. To ensure compatibility with our system please make sure that:

- Presentation is prepared in **Microsoft PowerPoint 2003** using standard Windows fonts (e.g. Arial, Times new roman, Verdana, Georgia).
- Presentation file **does not exceed 10 Mb**. Please reduce the file size by optimizing imported images, graphs, video files & sound files.
- Presentation should not exceed 15 slides for 20 minute presentation slot.
- Handouts for enclosure in the Minex Proceedings can be submitted in **PDF 7 or MS Word 2003**.

4. Submission of presentation papers, Speaker bio, Speaker picture and Company profile:

Please submit requested files to: admin@minexforum.com

Presentation slides and handouts: 1 March 2010 submission deadline

Please ensure your presentation does not exceed time indicated in the registration form (*No more than 10-15 slides should be produced for 20 minute presentation*). Timing of your presentation will be subject to the final scheduling of the event program. Please note that your presentation slides will be projected on a large screen. Additionally, simultaneous audio translation will be used throughout all sessions.

Your presentation slides and handouts submitted before 1 March will be published electronically in PDF format in the **Minex Proceedings on CD**. **Final slides will also be added to the post event report published on Minex Website and exclusively available to Minex participants.**

Please note that due to technical restrictions your presentation slides and handouts submitted after 1 March will not be published in the **Minex Proceedings** but will be listed in the post events materials published on-line.

Bio: 15 January 2010 - submission deadline

Please supply in MS Word or Plain Text format your **brief** biography (**less than 200 words**) in **English** and preferably in **Russian** for printing in the event booklet, website and for use by the session chairperson.

Picture: 15 January- submission deadline

Please provide a recent picture of you in a **high resolution (from 150 kb to 2 Mb) version in JPEG format**.

Company profile: 15 January 2010 - submission deadline

Please supply in MS Word or Plain Text format your company profile in **English** and preferably in **Russian (less than 100 words)** for printing in the event booklet.

5. Further Information:

Please visit event website at www.minexasia.com for further information

Visa: Please ensure you apply and receive for Kazakh entry visa prior to the event. For further information about visa regime please visit event website.

Accommodation: Special rates are available to event delegates. For further information and reservation please visit event website.

Airport transfers: The list of taxi and transport companies is available on the event website.

Flights: Information about flight connections to Astana is available on Astana airport site: <http://www.astanaairport.kz/>

Online Delegate Registration System: If you would like to register additional delegates from your organisation, please use our online registration system at www.minexasia.com