



Congratulations!

Your abstract has been selected for presentation at the Texas Technology Showcase 2006, to be held December 6 and 7, 2006 in Galveston, Texas. It will be an excellent program, as we received many good abstracts, more than could be accommodated in the program. Below you will find instructions on registration, submitting your presentation and bio, AV, and building the TOOLBOX.

Speaker Registration

We are offering a discounted registration to speakers. Because we are trying to keep the program as inexpensive as possible for attendees and presenters, we ask that you pay for your food, if you will be staying for the program. If you are ONLY coming to your presentation, then there is no charge. However, we encourage you to stay for the program, especially the luncheon with presenters on Dec. 7. Speaker registration is \$100 off the cost of a regular registration. Please contact me if you have a special situation regarding payment.

- Two Day Speaker Registration—\$195
- One Day Speaker Registration—\$100
- Session-Only Speaker Registration—No Charge. This does NOT include participation in any other events, breaks or presentations.

You can register after September 4 on www.ShowcaseTexas.org

Note to Exhibitors: If you are also an exhibitor, one, two or three full conference registrations are included in the cost of the booth registration, depending upon whether you are a bronze, silver or gold exhibitor. Please do NOT register as both a speaker and an exhibitor or you will be charged the speaker registration fee. Even though you register as an exhibitor, we will identify you as a speaker in the program and on your nametag.

Presentation Guidelines and Deadline for Submission of Presentation File

Your presentation should be **30 minutes including Q&A**. As a suggestion in order to stay within this timeframe, **you should limit the number of slides in your presentation to no more than 20-25 slides**. Please respect this time limit.

The deadline for submitting your Powerpoint presentation to the Showcase is Tuesday, November 21. We will load the presentation into our computers, ready for your use.

The presentation will be included in a Showcase CD available to attendees and others AFTER the event. Highlights of the Showcase will be posted on the Showcase website. **Please ensure that any file you send us is appropriate for this distribution (ie, no confidential information).** We will PDF all files on the Showcase CD.

By **November 21**, submit your presentation in Powerpoint and a short speaker bio to the following:

- Email: kferland@mail.utexas.edu with “Showcase Presentation” in the subject line; or
- Street Mailing Address:
Kathey Ferland
Center for Energy and Environmental Resources
CEER R7100
University of Texas at Austin
10100 Burnet Rd.
Austin, Texas 78758 512-232-4823

AV

We will provide computers, LCD projectors, and podium and lapel microphones. We will test all presentations we receive by the deadline to ensure they work.

The TOOLBOX

As part of the conference proceedings, Texas IOF will be preparing a TOOLBOX. Attendees and others will be able to review the TOOLBOX file to identify presentations, technologies and programs of interest from the Showcase.

As a speaker, we need your help in constructing the TOOLBOX. When you send your presentation, please send a WORD or POWERPOINT file (not in PDF) with the following information on one page or one slide:

- Up to “Five Critical Success Factors” that made the project, technology implementation or program successful.
- Your name, organization and the name of your presentation.

We will PDF your one page/side Powerpoint or Word document for inclusion in the TOOLBOX. We request that you do not PDF this file before you send it, as a link will be added to this page so that readers can go from your summary page to your presentation on the CD.

Sincerely,

Kathey Ferland, Project Manager
Texas Industries of the Future
The University of Texas at Austin
512-232-4823
kferland@mail.utexas.edu
www.ShowcaseTexas.org

(ver. 8/29/06)