ECCE 2014 Oral Presenter Logistics

The ECCE Organizing Committee would like to thank you for your upcoming participation as a speaker in the 2014 IEEE Energy Conversion Congress & Exposition®.

Please review the following information thoroughly, as it includes important deadlines and instructions for submitting your presentation prior to arriving on site.

IMPORTANT DATES

Conference Dates September 14 – 18, 2014

LOCATION & SCHEDULE

ECCE 2014 will take place at the David L. Lawrence Convention Center. For a more detailed schedule, please visit the program page of the ECCE 2014 website.

REGISTRATION

All presenters are required to register for the conference. You may register upon arriving on site, or you may register online here. The onsite registration rates are as follows:

Full Conference Registration

Full conference registration admits one entrance into all technical sessions, plenary sessions, townhall meetings, access to the exhibition and all social functions. Additional guest tickets for receptions can be purchased at the Registration Desk.

 IEEE Member
 \$900.00
 Life Member
 \$400.00

 Student IEEE Member
 \$400.00
 Non-Member
 \$1,050.00

Society Member \$850.00

One-Day Registration (Any Day but Tuesday)

One-Day Registration admits (1) entrance into that day's technical sessions, plenary session, townhall meetings, industrial seminars, and access to the exhibition (Monday Only). Access to specified sessions is permitted only if applicable for that day's activities.

Society Members \$400.00 IEEE Members \$450.00

Expo Only Registration (Tuesday)

Expo Only Registration gives admission to the Exposition, only, on Tuesday, September 16. Admission is complimentary and registration is required. You may purchase an Expo Only Registration at the Registration Desk located in Noresco Foyer on Tuesday.

Tutorial Registration

Tutorials will take place on Sunday, September 14, 2014. You may select one morning session and one afternoon session. The registration rate is the same if you choose to attend either one or two tutorials. The registration fee includes materials for all 12 tutorials.

Society Member \$425.00 Non - Member \$475.00

IEEE Member \$475.00

HOUSING

The ECCE 2014 headquarters hotel is the Westin Convention Center Pittsburgh

Westin Convention Center Pittsburgh

100 Penn Avenue

Phone: 412.281.3700 or 888.627.7053

Reservation Link:

https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1405154091&key=2A18F335

ECCE 2014 Oral Presenter Logistics (continued)

PRESENTATIONS

The oral presentation time slots are 25 minutes each. Please prepare a presentation for 20 minutes and leave 5 minutes for setting up, and questions & answers. Please strictly observe this time limit in order to facilitate people moving between sessions.

All oral presenters are required to prepare PowerPoint slides for their visual presentations. You do not need to submit a hard copy of your slides and you do not need to bring a computer onsite, as all presentations will be pre-loaded onto the Seminar computer that will be in your session room. A template for the oral presentation can be found <a href="https://example.com/here-need to-submit a hard copy of your slides and you do not need to bring a computer onsite, as all presentations will be pre-loaded onto the Seminar computer that will be in your session room. A template for the oral presentation can be found <a href="https://example.com/here-need to-submit a hard copy of your slides and you do not need to bring a computer onsite, as all presentations will be pre-loaded onto the Seminar computer that will be in your session room. A template for the oral presentation can be found https://example.com/here-need to-submit a hard copy of your slides and you do not need to bring a computer onsite, as all presentations will be pre-loaded onto the Seminar computer that will be in your session room. A template for the oral presentation can be found https://example.com/here-need to-submit a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of your slides and you do not need to bring a hard copy of you

PRESENTATION UPLOAD

All presentations must be uploaded in the Speaker Ready Room at ECCE 2014! We will not have an advanced upload site this year as ALL speakers will be directed to the speaker ready room (room 331) to upload their presentation.

If you are speaking before 12noon, you will need to upload your presentation the day prior to your session. If you are speaking after 1pm, you will need to upload your presentation by 10am. For your reference, see the following grid showing the due

date/time for your presentation upload, based on the day/time you are speaking:

Speaking Day/Time	Presentation Upload Cutoff Day/Time	
Sunday 8am-12pm	No later than Saturday 5pm	
Sunday 1-5pm	No later than Sunday 10am	
Monday 8am-12pm	No later than Sunday 5pm	
Monday 1-5pm	No later than Monday 10am	
Tuesday 8am-12pm	No later than Monday 5pm	
Wednesday 8am-12pm	No later than Tuesday 12pm	
Wednesday 1-5:10pm	No later than Wednesday 10am	
Thursday 8am-12pm	No later than Wednesday 5pm	
Thursday 1-5:10pm	No later than Thursday 10am	

If you have edits to your presentation after the cutoff time listed above, you will need to bring your updated presentation with you on a flash drive directly to the session room.

If you do not know when you are scheduled to speak, please visit the full conference program here.

SPEAKER READY ROOM

The Speaker Ready Room is located in room 331 at the David L. Lawrence Convention Center.

The hours of operation of the Speaker Ready Room are as follows:

Saturday, September 13	3:00 pm – 5:00 pm	Tuesday, September 168:30 am – 12:00 pm
Sunday, September 14	8:30 am – 5:00 pm	Wednesday, September 178:30 am – 6:00 pm
Monday, September 15	8:30 am – 5:00 pm	Thursday, September 188:30 am – 12:00 pm

You may use the computers in the speaker ready room to edit your presentation (as long as it is done by the deadline mentioned above). The AV personnel in the Speaker Ready room will upload all presentations received to the computers in the session rooms.

ORAL PRESENTER'S ORIENTATION & BREAKFAST

A Presenters' orientation will be held for oral presenters and session chairs from 7:00 am – 8:00 am, Monday through Thursday at the David L. Lawrence Convention Center. The location for the breakfast each day is the *Alleghany Overlook* (3rd Floor). Oral presenters should meet with their respective session chairs to review the format and timing of their session and alert conference management of any changes. Oral Presenters should attend the orientation each day that they are scheduled to provide an oral presentation (or chair a session); you may only attend on days on which you are scheduled to speak.

IMPORTANT LINKS

As a reminder, the following are important links (as mentioned in this document) for your reference:

- Online Event Registration click here
- Housing Reservations click <u>here</u>

- Presentation Template click here
- Technical Session Schedule click here