

The 5th Asia Mining Partnering Forum 2011, 2nd-3rd June, Kempinski Hotel Beijing Lufthansa Center, China

SPEAKER ADMINISTRATION LETTER

Dear Colleague,

The 5th Asia Mining Partnering Forum 2011 will be held 2nd-3rd June, 2011 in Beijing China. Greetings from the Committee! Sincerely thanks for being one of our honorable speakers. Please find the following checklist to assist your presentation planning during the conference.

Material & Deadline

Photo & Biography Submission, Before 13th, May.

If you have already submitted, please neglect this and go through below as,

Presentation Submission, Before 13th, May

Please submit presentation either in Microsoft Word or PPT format before **13th May. 2011.**

Your photo, bio & presentation are essential to the conference book. So your peers could refer and taking notes when you deliver your speech. Kindly follow the deadline strictly to maximize the influence of your presentation on site.

Conference Schedule

We will require your presence on site during the day; your arriving time is to be confirmed latter as one week prior the conference. Overall conference schedule as below:

Day One, 2nd May.

Registration Start	08:00
Conference Open	09:00
30' Morning Tea Break	10:30
Lunch.	12:30
Conference Open	14:00

Day Two , 3rd May.

Registration Start	08:30
Conference Open	09:00
30' Morning Tea Break	10:00
Conference Open	14:00
30' Afternoon Tea Break	15:30

* Lunch and Tea break time is subject to change due to the speeches' duration

Change & Absence

Your absence could be a great disappointment for the attending industrial peers. We appreciate your following the schedule to have the conference integrated.

Any cancellation or changes of your presentations should be informed before **11th May.** and arrange necessary replacement.

Audio Visual Requirements

On-site Technician will assist with basic AV settings during the conference. Should you have any special requirement please inform the Client Centre in advance.

Accommodation

Special Group Rate of designated hotel is available for the 5th Asia Mining Partnering Forum 2011 participants. For reservation form, please contact Client Centre via susans@chinadecisionmakers.com.

Flight and Visa

Please keep your itinerary informed for our reference. Invitation letter is available for your visa application; please contact Client Centre via susans@chinadecisionmakers.com if any

Speech Tips

We have collected some useful points based on the feedbacks of previous delegates, which may be helpful on your presentation preparation and delivery. They are as below:

- 1) **Maintain** eye contact with delegates
- 2) **Speak** loudly and clearly directly towards the microphone always. The microphones are already set at mid volume to avoid echo. Therefore, your voice will not be over-amplified. Besides, delegates prefer louder and clearer presentations than softer ones.
- 3) **Adjust** your documentations in larger Font Size so delegate at distance could read them clearly.
- 4) **Excessive** profiling your company and product during the presentations could annoy the delegates and somehow devaluate your speech. So be cautious when drafting your presentations. A well designed presentation with genuine knowledge will deliver your company more to the target audience.
- 5) **Try** to present your speech in plain English. Delegate may have difficulties of understanding if too many special technical terms are evolved, considering the audiences are from various sectors and functions. Please define the technical terms if possible.
- 6) **Provide** real time practice to support your theories.
- 7) **Appropriate** humor can help your presentation delivery.
- 8) **Stick** with your timeline to keep the whole conference schedule in order.

Look forward to meeting you in Shanghai, 2nd-3rd June. 2011.
We hope you enjoy the conference and your session.

Yours sincerely,

Susan SUN
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INFORMATION BOARD

The committee of the 5th Asia Mining Partnering Forum 2011 can assist with your local arrangement during the event. The hotel Please consult with our Client Centre as:

Susan SUN

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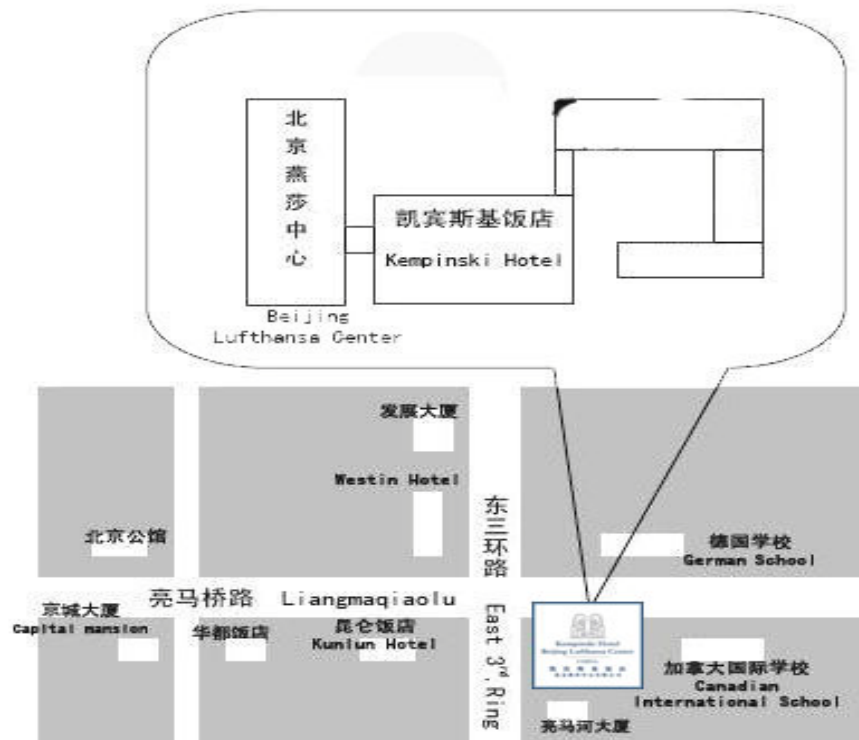
Email: susans@chinadecisionmakers.com

Venue Kempinski Hotel Beijing Lufthansa Center

Address 50 Liangmaqiao Road, Chaoyang District, 100125 Beijing

Contacts Tel: 86 10 6465 3388

Map



Introduction The five-star Kempinski (Beijing Kaibinsiji Hotel) is located in Chaoyang, east of central Beijing near the Jianguomen Embassy Area and Sanlitun's avid stretch of bars and restaurants. It's also right next door to the Lufthansa Center Youyi Shopping Center, where you'll find a little bit of everything, from Western groceries to golf clubs, though not generally at discount prices.

Travel Tips Take the Airport Express from the Beijing Capital Airport to Sanyuanqiao station. Transfer to Line 10 and go south to Liangmaqiao station. The hotel complex is located just southwest of Exit C.

Website <http://www.kempinski-beijing.com>