



PATENT INFORMATION USERS GROUP, INC.

The International Society for Patent Information

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General Information and Timeline for Speakers at PIUG 2007

Dear PIUG Presenter,

The Program Committee for the 2007 PIUG Annual Meeting sends you grateful thanks for participating in this year's meeting. Without you, the meeting would just not exist!

This letter provides information about procedures and timeline for your talk at the PIUG 2007. We have tried to anticipate some of the common questions and provided answers. Please feel free to contact any of the Program Committee members if you have any other questions. You can also contact your session chair as indicated on the Program page for the PIUG 2007 (<http://www.piug.org/2007/an07prog.php>) for further information.

You will be also receiving a Waiver and Consent form for your talk at the PIUG 2007. Please return the signed form as soon as possible and before the deadline of April 27, 2007 per instructions provided with the form. A blank form is also available on the PIUG 2007 web page in case you need another copy.

This year, PIUG is working with Meeting Expectations, LLC (MEXV) to prepare meeting materials and coordinate the delivery of presentations at the meeting. Our contact at MEXV is Tom McMahon, who will be the liaison for audio-visual solutions leading up to and during the meeting. MEXV has established a secure website using Basecamp software to serve as a repository for presentation materials. This site is where you will securely load your electronic presentations and serve as the platform for delivering presentations at the meeting. Mr. McMahon will be contacting you by e-mail with login IDs and temporary passwords for you to access the site. It's exciting technology that allows secure messaging, document sharing and more, and should make the event run more smoothly. We strongly urge you to use this facility. Please feel free to contact any of the program committee members if you have any questions or need help with this.

Presentation suggestions - we recommend that you limit your slides to one (1) per minute, on average. Screen-shots are preferred over using a live internet connection. Finally, please speak slowly and concisely due to the nature of our international audience.

Speaker "Ready-Room" - a room will be available for you to use in preparing for your talk. Information on the location of the room will be available at the meeting Registration desk. Remember that it is your responsibility to check the final version of your presentation.

Registration - please sign-up at <http://www.signupcenter1.com/registration/registration.asp> using the option indicated for "Complimentary Sponsors". This will help to ensure your conference registration fee is waived.

Timeline leading to the annual meeting is as follows. These dates allow plenty of time to prepare the meeting books and CDs for distribution at the meeting. Please make your best efforts to meet these deadlines.

March 30, 2007 - Final Title, Abstract and Biography uploaded.

April 16, 2007 – Final presentation uploaded. This material will be used at the meeting as well as included in the presentation CD given to all attendees.

April 27, 2007 – Signed waiver and consent received by PIUG. A facsimile or scanned copy is acceptable. However, the original signed contract is required prior to the meeting.

May 5, 2007 – VIP Dinner hosted by PIUG. An invitation and details of this event will be sent separately. Please try to meet your session chair at this event or prior to the meeting so that they know you have arrived.

May 6, 2007 – Evening Reception at the Hilton Hotel (meeting site).

May 7 – 9, 2007

- Before your presentation, familiarize yourself with the meeting room. Take the time to walk up to the podium and get comfortable with the set-up.
- Check with MEXV, the company running the slides, to make sure your presentation is loaded and ready to run. A Speaker Ready room will be set up to allow you to review and practice. The practice room will have a copy of your presentation available to run through.
- On the day of your presentation, please check in with your session chair. You can do this before the beginning of the session, at breaks or during lunch. During the session, plan to sit on stage near the podium, to be available for questions at the end of the session.
- During your presentation, you will have the option to advance the slides using the laptop on the podium or to ask the technician to advance slides for you. A laser pointer will also be made available.

Once again, on behalf of PIUG, thank you very much for your willingness to share your expertise with your PIUG colleagues. We anticipate this will be an exceptional meeting, all because of your participation.

Sincerely yours,

Lucy Akers, Kartar Singh Arora
Program Co-Chairs, PIUG 2007