



# CabWire World Conference 2011

Congress Center Düsseldorf, Germany  
7 - 8 November 2011

*Latest process and market developments*

## **SPEAKER APPLICATION TERMS & CONDITIONS**

1. All speaker applications must be received before closing date on application form, or preferably before the stipulated date
2. The Selection Committee decision will be final when choosing applications to be included in the programme
3. All selected speakers will be notified within 1 month of the closing date and will be sent the provisional programme chosen by the Committee together with speaker's registration form and documentation, being the formal notification of acceptance as a speaker. Registration by selected speakers confirms their participation in the programme. Any registered speaker who cancels participation after the closing date and fails to appear at the conference or arrange for a substitute to present the announced paper will jeopardize the right to present papers at future conferences or seminars. Speakers cancelling their appearance and presentation must do so in writing to the Association's UK office.
4. Selected speakers must submit their completed manuscript to the organisers by **31 August 2011**. Failure to meet this date will risk the possibility of being excluded from the final programme.
5. All manuscripts must be submitted in English language and sent to our offices in electronic format on CDROM or alternatively via email to [info@iwma.org](mailto:info@iwma.org). Please note that when sending manuscripts via email we will be unable to accept files over 15mb in size. File sizes over 15mb can be uploaded to our FTP server (please contact us for details). We will accept manuscripts created in either MS Word or in PDF format (Adobe Acrobat). In both cases we request that speakers provide any photographs or figures contained in their manuscripts as separate file attachments in addition to the complete paper. The organisers will remake the final layout of the conference proceedings so that each paper will conform to the same styling. Because of this we request that speakers submit their photos and figures in the largest sizes and resolutions possible to avoid any distortions or loss of quality when their paper is set out in the final proceedings. All diagrams and graphics must be numbered and indexed in the manuscript text. Video presentations will also be allowed as long as they do not run for more than 6 minutes. Manuscripts and other materials must be submitted in original form (not photocopies)
6. Technical presentations will be limited to a time period allocated to the specific programme including any video film presentation. No presentations will be accepted which do not include a printed manuscript for distribution to the attending delegates by the organisers. Undue commercialism is not allowed in the written or verbal presentation. Specifically excluded are advertising slogans and statements making comparison with competitors' products or materials. All presentations must be of a technical nature and any claims confined to substantiated facts.
7. The IWMA and WAI reserve the right to reproduce accepted manuscripts in publications or proceedings and distribute these at times other than related to the conference at which they were presented and at no cost or fee to the author or originator.
8. Selected speakers (one person only) are entitled to FREE conference programme registration and all the benefits and entitlements included as if they were a paying delegate, providing confirmation is received from the organisers
9. All speakers/authors who are selected for the papers programme will be sent full details and the official speaker's registration form well in advance of the event.
10. Hotel, travel and subsistence costs are the responsibility of all accepted speakers/authors who are notified that they are included in the official programme.
11. These conditions and terms are considered and accepted as binding by each speaker/author who is confirmed as a participant in the scheduled seminar and the organisers retain the right to adjust or modify these terms and conditions at any time according to the circumstances applicable to the final programme.