

14th ANNUAL MDEC CONFERENCE
Sheraton Parkway, Toronto North, Richmond Hill, Ontario, Canada

October 5-10, 2008

Requested Duties of Session Chairpersons

- 1) Introduce speakers and manage the session **within the allocated time limits**. Speaker's biographical sketch will be available prior to your session. Please pickup your session package from the conference registration desk..
- 2) Technical presentations must be completed **within the allocated time** (about 22 minutes for technical presentation and 5 minutes for questions). The speakers have been informed about this time limit with the warning that chairpersons will follow the timeline rigorously.
- 3) The warning signal cards for 1, 3 and 5 minutes will be available at the podium for your use.
- 4) The conference room will be equipped with visual equipment (**Computer notebook and In-Focus projector for PowerPoint**).
- 5) The conference information including presentations, registration, hotel etc. is available at the website: <http://www.mdec.ca>

THANK YOU FOR SUPPORTING MDEC AND YOUR HELP

Sincerely yours,

Mahe Gangal, Co-chair MDEC Conference

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