

Venue

The Conference will take place in the Swissotel Zurich in Zurich ,Am Marktplatz Oerlikon, Schulstrasse 44 ,CH - 8050 Zuerich The Hotel is easy to be reached by car, plane or public transport. Detailed information regarding the conference venue can be found on our website www.sqs-conferences.com. Tutorials will also take place in the Swissotel.

Concessions

SQS will provide the main speaker with the following:

- Free registration at the conference (Tuesday - Wednesday) including lunches
- Full set of conference materials
- Hotel accommodation including breakfast up to 1 night stay
- Travel expenses to and from Zurich up to 200 Euros (for national speakers) or
Travel expenses to and from Zurich up to 400 Euros (for international speakers)

Registration and Hotel AccommodationAs a speaker you are automatically registered for the conference. We will send you an agreement with a Speaker Response Form. You should let us know your exact arrival and departure dates and we will confirm your hotel booking at the Swissotel Zurich. The form should be filled in and sent/faxed to SQS no later than 25th July, 2008. Please remember that SQS is only covering your room and breakfast. You are responsible for all incidental charges e.g. phone calls, room service etc.

Conference ProceedingsPresentations given at the conference will be published on an CD or USB stick for the delegates. They will also be available to delegates on our website after the Conference (access is password protected). Please ensure that presentations are submitted by 25th July, 2008 in electronic format as indicated in the Conference Proceedings Guidelines (part of the agreement).

Duration of your presentationEach presentation is planned for 40 minutes. The remaining 5 minutes allow delegates to change rooms/tracks.

Technical Equipment

For the conference presentations we will provide a projector and a laptop. Your presentation will be installed on the laptop for your convenience. As a backup please bring your presentation on disk. We will also supply standard non-technical equipment such as a flipchart. If you require any other equipment please let us know by completing and returning the Speaker Response Form.

Co-Speaker

You have the possibility to announce a co-speaker. He/she will receive a 50% reduction on conference fees. Overnight accommodation and travel expenses are on own charge for co-speakers.

Companion Tickets for your Family

Speaker, who might toy with the idea to come with their family, can contact us to get information about a cost- reduced Companion Ticket which cover the catering during the conference and the evening event. With this ticket they are not allowed to join the sessions.