

## **PROCEEDINGS FOR DELEGATES**

1. Send the registration form to us by email or by fax.
2. Upon receipt of your registration form – we will send you an invoice by email in PDF format.
3. Once the invoice is paid – we will send a confirmation by email that the funds have been received.
4. On the day of the conference, please come to the registration desk and present your business card.
5. We will provide you with the conference badge and conference materials.
6. To obtain updated information on the conference programme and the event - please visit the official conference website.

## **PROCEEDINGS FOR SPEAKERS**

1. All speakers must send a colour photograph of themselves and a short biography by email. The biography should include initial training, main work experience and family situation/interests. This information will be included in the conference brochure.
2. All presentations will be 15-20 minutes in length - with five minutes for questions.
3. All presenters must use PowerPoint software. All authors must also supply a written version of their paper in MSWord format in English, maximum length 3000 words.
4. All presenters must use a standard introductory 'slide', which will include the conference logo, the title of the presenter and the title of the presentation. This slide must also be used at the end of all presentations, while the question session is underway. Other 'slides' may take whatever form the presenters wish, but should include the conference logo in any of the four corners.

## **PROCEEDINGS FOR EXHIBITORS**

1. Send the company's logo in .JPG, .JPEG or .PDF file by email. The image must have 300 dpi resolution for printing purposes i.e. banners and brochures.
2. Send introduction paragraph about your company and its products and services including contact details i.e. fax, telephone, email and website address. This information will be added to the conference brochure.
3. Your company brochures can be delivered to the hotel in advance. Your delivery package must contain the date and the name of the event and the name of event organiser.
4. You may set up your portable pop-up display stand in advance (the evening before the event date). The maximum size of a stand should be about 2m x 3m.

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**Registration for: international “Sochi Cement & Aggregates” conference**

- Location: Radisson Lazurnaya Hotel in Sochi, Russia
- Dates: Monday-Wednesday, 13-15 June 2011
- Official website: [www.SochiCement.com](http://www.SochiCement.com)
- To register: complete, sign and fax all pages on **+44 207 1173283** or email: [events@ourmetals.com](mailto:events@ourmetals.com)
- Page 1 of this form is to be completed for each delegate.

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Company name: .....

Company's VAT number (if registered in UK or EU) .....

Company's address: .....

City/State ..... Post/Zip code ..... Country .....

Web address: .....

Delegate's full name: .....

Job title: .....

E-mail address: .....

Telephone number: .....

Fax number: .....

What is your company's main business activity? .....

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**I would like to speak and make a non-commercial presentation at the event**

Title of my presentation: .....

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**Registration fee per delegate includes:**

- Attendance at all sessions;
- Refreshments, lunch, reception party;
- Conference materials;
- Simultaneous translation;
- Audio recording of conference proceedings.

695 EUR per person if 1-2 delegates & 675 EUR per person if 3-4 delegates – until 14 May

795 EUR per person if 1-2 delegates & 775 EUR per person if 3-4 delegates – from 15 May to 31 May

895 EUR per person if 1-2 delegates & 875 EUR per person if 3-4 delegates – from 1 June

Please note that accommodation is NOT included in the delegate's fee. You may add it separately on page 3.

**Conference advertising options:**

- Add 600 EUR to advertise Full Page Full Colour (A4) in conference brochure
- Add 1,000 EUR for Double Page (A4 x 2) in conference brochure
- Add 400 EUR to advertise 130x130 static banner on [www.SochiCement.com](http://www.SochiCement.com) for 6 months
- Add 700 EUR to advertise 130x130 static banner on [www.SochiCement.com](http://www.SochiCement.com) for 12 months
- Add 800 EUR to distribute company brochures among conference participants

**General advertising options – price per 12 months:**

- Add 95 EUR to submit an entry to MMM Directory on [www.mmmdirectory.com](http://www.mmmdirectory.com) (Metals, Materials, Mining)
- Add 2,000 EUR for 468x60 rotating banner on top left hand side of Our Metals & its 300+ metal domains
- Add 3,000 EUR for 130x130 static banner at the bottom of Our Metals & its 300+ metal domains
- Add 1,500 EUR for 130x130 static banner at the bottom of CTN Centre [www.ctncentre.com](http://www.ctncentre.com)
- Add 1,000 EUR for 468x50 rotating banner on top left hand side of OurMetals.ru – Russian version
- Add 1,500 EUR for 130x130 static banner at the bottom of OurMetals.ru – Russian version

**Exhibition options at the conference:**

- Add 1,000 EUR for table top package with no delegates included.
- Add 2,200 EUR for table top package with 2 delegates included.
- Add 2,700 EUR for table top package with 3 delegates included.

Table top package includes: 3x2 m exhibition space, a table, 2 chairs, a dustbin and Wi-Fi internet.  
You would need to bring your own pop-up exhibition stand.

**General sponsorship of the conference:**

- Add 5,500 EUR
  - 3 delegate passes;
  - table top package;
  - full page full colour advertisement (A4 size) in a conference brochure;
  - distribution of company brochures;
  - company logo displayed on all promotional printed and online conference materials;
  - acknowledgement of official sponsor status at the official opening of the conference;
  - 10 minutes commercial presentation during the conference.

**Other sponsorship options of the conference:**

- I am interested in learning more about other sponsorship options

By hosting or sponsoring a particular aspect of Our Metals conference, you will become a key partner in the overall event. Taking up sponsorship is a perfect opportunity for new entrants to penetrate the market and for existing companies to launch a new product or service or simply remind of their strong presence. We offer a range of packages to suit all levels of budget and marketing aspirations that will allow you to promote your brand directly to your target audience. Our solutions are custom made and would involve your company's visibility and exposure pre and post conference date with an increasing branding during the event itself for maximum results.

**Payment option 1 – Credit card**

Credit number (16 digits): .....

Credit type: VISA / MASTERCARD / MAESTRO / SWITCH

Expiry date: ..... Valid from date (if applicable): ..... Issue number: .....

CVS – 3 digit security number: .....

Full name as it appears on the card: .....

Country that the card is registered to: .....

**Payment option 2 – Bank transfer**

Company name: Our Metals Ltd  
 Bank: Lloyds TSB,  
 Bank's address: 32 Oxford Street, London, W1D 1AX  
 Account's currency: EUR  
 Sort code: 30-98-71  
 Account number: 86306490  
 SWIFT: LOYD GB 2L  
 BIC: LOYD GB 21006  
 IBAN: GB42 LOYD 309871 86306490

Registered in England, Company No. **06059964**  
 VAT registration number: **911945131**

**Hotel accommodation (tax included):**

Radisson Lazurnaya Hotel in Sochi, Russia

- Single room with breakfast = 250 EUR
- Single room without breakfast = 225 EUR

Number of rooms: .....

Number of nights: .....

Date of arrival: .....

Date of departure: .....

**Total amount to be paid:** ..... **Number of delegates** .....

**Terms & conditions**

Registrations can only be confirmed upon receipt of payment or proof of payment and discounted fees will only apply when payment is received within the offered period. If you are not able to attend, a substitute delegate will be accepted. Cancellations must be received in writing at least 30 days prior to the conference date to qualify for a full refund less 125 EUR administration fee. Cancellations made within the last 30 days are not refunded.

In the unlikely event of the conference being cancelled or curtailed due to any reason beyond the control of Our Metals Ltd, or it is necessary to or advisable to reallocate or change the date and/or location of the event, neither Our Metals Ltd nor its employees will be held liable for refunds, damages and/or additional expenses which may be incurred by delegates. We, therefore, recommend prospective delegates to arrange appropriate insurance cover. Please note, that visas are also the responsibility of delegates. Signed registration form confirms your acceptance of pages 1, 2 and 3 and guarantees prompt full payment made to Our Metals Ltd.

Director's signature \* ..... / ..... / .....  
Signature Date Full name