

## Speaker Confirmation Letter

Dear Speaker:

We are delighted that you have agreed to accept our invitation to speak during the MODIBEC Workshop in Beijing on 27-28 October 2008. As previously mentioned the main objective of the MODIBEC conference is to boost knowledge and cooperation between European stakeholders and their Chinese counterparts in the area of Digital Broadcasting Convergence with Mobile Communications. WorldDMB is one of the key leaders of this project.

The knowledge you are bringing to the conference will contribute Greatly to the depth and breadth of this industry event. You are the key to an effective and productive conference and with your cooperation we look forward to an exciting and successful programme.

Our goal is to make your experience as rewarding as possible. I would be grateful if you could please comply with the deadlines set out below.

### Visa

Please note, you may require a visa to enter China, please contact your local Chinese Embassy to confirm whether or not this applies to you. If you do require a visa we have attached a visa letter for MODIBEC participants to use in this process.

### Conference Format

The event will last two days and is divided into five sessions, including several panel sessions. Five minutes before the start of each session, the chair, will ask all speakers to take a seat on the stage.

The conference will be opened by the chair who will introduce the keynote speakers on stage. Speakers from each session will be on stage together enabling interaction with each other and the delegates.

All speakers will be equipped with table and hand microphones.

Presentation slides should be provided in advance (see •Presentations• section) and will be run from a central conference laptop. During session breaks, speakers will have the time to go through their presentation with the technical team and will be shown how to change slides.

### Speaker Arrival

You are requested to come to the conference room 15 minutes before your conference session is due to start in order to ensure your presentation has been correctly uploaded onto the laptop. During this time we would also like to brief you on the audio-visual setup.

### Presentations

Please note that all presentations should be given to us by the Friday 10th October 2008. We also recommend bringing a back-up copy to the conference on a USB memory stick or CD. In order to have the most efficient transition between speakers on the day, we prefer to run the presentations on the conference laptop. This is why we require the presentations in advance.

The speakers can upload their presentation and personal Bio.(150-180 words). for the MODIBEC event on the following page: <http://www.worlddab.org/events/upload/145>

Log in using:

Email Address:

UploadCode: 27102008

Presentation language may be in English or Chinese. We have simultaneous translation throughout the conference.

We would also like to kindly request that you send us your latest biography and a picture, which will be put in the programme pack. The deadline for this information is the Friday 26th September 2008.

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### Technical Requirements

To avoid any potential technical problems on the day, please let us know if you have any particular technical requirements such as non-standard software, running of movies/audio. Please inform us by Friday 3rd October 2008 if you require any of these. This will ensure we have everything ready for your presentation.

### Venue & Hotel Information

The Event will be held in the Swissôtel Beijing, Hong Kong Macau Center, for contact details please see below. A special room rate has also been arranged for all participants attending the MODIBEC event. These rooms are limited; please reserve your room before 10th October 2008. Every booking must be guaranteed by a Credit Card; otherwise the hotel will hold the right to refuse this booking.

### Swissôtel Beijing Hong Kong Macau Centre

No. 2 Chao Yang Men Bei Da Jie,  
Beijing 100027, P.R. China  
Tel.: +86 10 6553 2288 Ext. 2206  
Fax: +86 10 6501 4255  
Contact Person: David Zhang (Account Manager)  
E-mail: [cateringsales.beijing@swissotel.com](mailto:cateringsales.beijing@swissotel.com)  
[www.beijing.swissotel.com](http://www.beijing.swissotel.com)

### MODIBEC room rate: \*

Swiss Superior Single Room RMB 1120.00 + 15% EURO 105.20 +15% including one buffet breakfast

Swiss Superior Double Room RMB 1270.00 + 15% EURO 119.30 +15% including one buffet breakfast

\* The MODIBEC project is not responsible for arranging accommodation and will not pay for any participant accommodation.

The hotel registration form is also attached in this email. Please complete this and return it to the hotel.

### VIP Dinner

We are also pleased to confirm your invitation to the VIP dinner to be held on the evening of the Event on 27th October 2008. If you would like to attend this dinner you must RSVP to [yu.sun@worlddab.org](mailto:yu.sun@worlddab.org) before Friday 1st October 2008. If you do not RSVP you may not attend.

Time: 19.00 - 21.00 in central Beijing

### Summary

Visa	Check with your local Chinese embassy
Hotel Booking Deadline	1st October 2008
Biography & Picture Deadline	26th September 2008
Technical Requirements Deadline	3rd October 2008
Presentation Slides Deadline	10th October 2008

### Best Regards

Yu Sun  
Project Manager, Asia Pacific

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