

2009 Asia Megacities Forum

April 22-24, 2009 / Mumbai, India



Municipal Corporation of
Greater Mumbai



Earthquakes and
Megacities Initiative

Form 3 – GUIDELINES FOR SPEAKERS/PANELISTS

1. The Conference will take place at the Oberoi Hotel in Mumbai. Please refer to the hotel website (<http://www.oberoimumbai.com/Hotel/Hotel-Overview.aspx>) for information about the hotel.
2. Please refer to the attached Forum brochure with the schedule, which you will also find online (http://www.emi-megacities.org/upload/AMF_mumbai_brochure.pdf), and note your session assignment.
3. You were given a specific topic to present and discuss during the Forum. Your presentation **should address the topic that was assigned to you** in the most concise and pertinent manner. Keep in mind that the Forum provides a venue for information sharing and learning opportunities, so kindly focus more on the issues and their significance to urban disaster risk management for other cities to learn from.
4. Please avoid the use of scientific jargon and formula and be mindful of the time that was allotted to you. We suggest limiting your presentation to no **more than 12 Slides** for the 15 minutes presentation.
5. Presenters are requested to send the electronic files of both paper and presentation material (PowerPoint file) to Mr. Jerome Zayas of the EMI Secretariat in Manila (jeromez@emi-megacities.org) **no later than March 15, 2009**. Files received later than this date may not be reproduced and distributed on time for the Forum, but will be included in the proceedings to be published by the Forum Organizers.
6. You will not be allowed to use your own laptop at the Forum. We suggest bringing a copy of your presentation in a flash drive or CD for back-up. All presentations will be loaded on the Secretariat's computer.