



**FEACO European Annual  
Conference  
October 23-24, 2008, Dubrovnik,  
Croatia**



## **INSTRUCTION FOR SPEAKERS**

We kindly would like to invite everybody who wants to make contribution into the discussion to contact us.

Please choose a subject for your presentation based on one of the themes mentioned in your agenda.

We kindly request a summary of the speech which contains:

- A 300-500 word introduction of the topic in sentence format
- Main content outline, key conclusions/arguments
- Clear reference to any supporting materials (research reports, case studies etc.)

We would be grateful if you attached biographical details in sentence format (no CVs please) including career, professional interests, memberships and previous speaking engagements or publications (200 words max.)

The Program Committee will choose the speakers through a selection process based on the summaries of the speech. The agenda may be modified upon your proposals and ideas.

The time given for a presentation is up to **20 minutes**.

Speakers' proposals will be accepted only until **August 31, 2008**.

The selected presenters should to prepare their presentations in the Microsoft PowerPoint.

Each Conference Room is equipped with the computer and projector. Thus, you are kindly requested to bring your presentations on USB or CD-ROM, and to install them in the breaks before the sessions start.

To submit your papers or get more information, please e-mail to [ups@ups-amc.org](mailto:ups@ups-amc.org)