

Rehearsal Booking Form



To be returned by: **1 November 2013**

Please complete and return to:

Mr Axel Moyse

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All contributors are required to proceed to the Speaker Preparation Room after collecting their pass at the registration counter located at **level 1 of HKCEC**.

The Speaker Preparation Room is located at **Room S228, Level 2** of Hong Kong Convention and Exhibition Centre. To facilitate smooth presentation, the Conference Management of SIGGRAPH Asia 2013 strongly advises all contributors to book a rehearsal slot prior to the presentation.

The rehearsal room will be fully equipped with the exact same equipment and setup of the presentation room*.

Each contributor is allowed to reserve 30 minutes for rehearsal. Should you require more time, you can then reserve a second slot during the conference. However, we do seek your co-operation to give priority to contributors who have not done their rehearsal. If you are coming as a group for the rehearsal, please ensure that sufficient slots are being reserved.

Operational hours of the Speaker Preparation Room:-

Day / Date	Time
Monday , 18 November 2013	: 14.00 – 19.00 hrs
Tuesday, 19 November 2013 to Thursday , 21 November 2013	: 08.00 – 19.00 hrs
Friday, 22 November 2013	: 08.00 – 16.00 hrs

Please complete your preferred rehearsal date and time period below:-

Name of Presenter : _____

Program : _____ Submission ID : _____

Date (Option 1) : _____ Time Period# _____

Date (Option 2) : _____ Time Period# _____

Date (Option 3) : _____ Time Period# _____

#Time Period should be indicated based on an hourly basis, e.g. 09:00 – 10:00 hrs or 13:00 – 14:00 hrs. Your preferred slot will then be allocated within the hour.

**Equipment setup will be the same as the actual presentation room. However, the location of the podium may be on the opposite side as the actual presentation room.*