



Labs21® 2008 Annual Conference Technology and Services Fair Exhibitor Presentation Fact Sheet

The International Institute for Sustainable Laboratories (I²SL), official co-sponsor for the Labs21 2008 Annual Conference, will once again offer exhibiting organizations the opportunity to present their products and services to interested conference attendees during the Technology and Services Fair. Presenting exhibitors will each have 15 minutes to conduct live demonstrations of their products, speak to attendees about their services, and promote their company's efforts to improve the sustainability of our nation's laboratories.

When will the presentations take place?

Time slots will be available during the Grand Opening Reception on Tuesday, September 16, as well as during breakfasts, breaks, and lunches on Tuesday, September 16 and Wednesday, September 17.* As a presenting organization, you will be allotted 15 minutes to present on your product and/or service and field questions from the audience. Please note that any necessary display equipment set-up and/or take-down must also be done during this time frame.

What equipment will be provided for presenting exhibitors?

Presenting exhibitors will be provided with a laptop, LCD projector, and screen for PowerPoint presentations (if desired), as well as one 8' x 30" table for displaying products and other materials.** Please note that equipment set up will not include sound for presentations.

How do I register to present?

Visit <http://i2sl.org/labs21/conference/tech_fair08.html> to register your company for the Technology and Services Fair and to indicate your interest in presenting. Following your registration, you will be contacted by an I²SL representative to confirm your participation and select a time slot. If you have already registered to exhibit, please contact <labs21@i2sl.org> to sign up for a presentation time slot.

Is there a fee for presenting?

The fee for presenting is \$100 per 15-minute session. Presentation slots are limited to one per exhibiting organization, and will be offered to registered exhibitors on a first-come, first-served basis. Please note, you will not be charged the \$100 fee until I²SL has confirmed your participation.

What is the cancellation policy?

As space is limited, we would appreciate advanced notification if you need to withdrawal from presenting. To cancel, please e-mail <labs21@i2sl.org> and provide us with your name and affiliation. In order to receive a refund, you must cancel your registration by September 1, 2008. No refunds will be issued after this date.

When is my PowerPoint presentation due?

All presentations (.ppt format only) must be submitted to I²SL at <labs21@i2sl.org> no later than September 3, 2008.

For additional questions or information regarding this opportunity, please contact I²SL at <labs21@i2sl.org> or (703) 841-5484.

*The schedule is subject to change at the discretion of I²SL.

**Exhibitors are responsible for bringing display materials to the presentation area and removing materials at the end of their presentation. Labs21 and I²SL are not responsible for any materials left behind, damaged, or lost and will not be able to make arrangements for transporting materials home.