Rehearsal Booking Form

SIGGRAPH ASIA 2014

To be returned by: **20 November 2014**

Please complete and return to:
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All contributors are required to proceed to the Speaker Preparation Room after collecting their passes at the registration counter located at Level 2, Convention Foyer, above Hall 5.

The Speaker Preparation Room is located at Room 508C, Level 5 of Shenzhen Convention and Exhibition Centre. To facilitate smooth presentation, the Conference Management of SIGGRAPH Asia 2014 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
Tuesday, 02 December 2014	:	14.00 – 18.00 hrs
Wednesday, 03 December 2014	:	08.00 – 18.00 hrs
Friday, 05 December 2014	:	08.00 – 18.00 hrs
Saturday, 06 December 2014	:	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.