



APPRO
ASSOCIATION OF
POWER PRODUCERS
OF ONTARIO

Dear APPRO Speaker,

Thank you for agreeing to speak at the APPRO 2004 Power Conference and Trade Show. This letter is intended to ensure that you have all the information you would like from us, and to request information that we need to ensure smooth operation of the event, and proper support for you, our honoured speakers.

This year's event will be held on November 24 and 25 at the Metro Toronto Convention Centre, South Building (800 level), on Bremner Boulevard in downtown Toronto.

Please take a moment to review the following information:

Photos & Bios

This year, we are pleased to inform you that all confirmed speaker photos and biographies will be posted to our conference web page as they arrive. This will enable our delegates, sponsors and exhibitors to access the most current information. Please click on the following link to view the speaker information page:

<http://www.newenergy.org/conference/Program/Speakers/speakers.html>

If you have not already done so, could you please provide us with a black and-white, head-and-shoulders type of photograph of yourself and a brief résumé or summary of your background in the field for posting on the website? All photos and bios should be e-mailed directly to photosandbios@appro.org. If you have already submitted your material to us, please confirm that you are satisfied with it as it appears on the site. We thank you in advance for limiting your bio to 150 words. We reserve the right to edit for clarity and brevity. Black and white photos are preferred but colour is also acceptable, although it will be published in grey-scale for consistency. Photos should be submitted with your bio and be in as high a resolution as possible for optimum results.

Conference Program

We would also like to give you a chance to suggest any revisions you would like to make to the program listing, at least to any sessions which will refer to you in future. Updates will of course be published in later editions of the conference program. Please forward any changes to Jake.Brooks@appro.org by October 15. We will be publishing updated versions on the web site and in hard copy throughout the next couple of months. As we do not have room in the published program to include everyone's full title we will generally list the organizational affiliation only. For the most current program available please see:

25 Adelaide St., East, Suite 1602, Toronto, Ontario M5C 3A1 Canada
416-322-6549 fax 416-481-5785 appro@appro.org www.newenergy.org

<http://www.newenergy.org/conference/Program/ConfSched/confsched.html>

Presentations & Audio Visual requirements

All the conference information on our web page will also appear in our Delegates' Binder, along with copies of the delegates' presentations. Please send an electronic copy of your presentation to Karla.Martinez@appro.org by October 29 in order to ensure inclusion in the Delegates' Binder and for pre-loading on-site. We appreciate your co-operation in our efforts to create a useful and representative kit both for yourself and the other delegates.

LCD projectors, Overhead Projectors and laptops will be made available in all conference sessions. If you are unable to provide us with an electronic copy of your presentation in time for inclusion into the Delegates' Binder, you can still send us an e-mail or bring your presentation on a CD and provide it to the technician on-site. If you require any additional equipment, please inform our office by October 29.

Accommodations & Logistics

This is also a good time to finalize your travel and hotel arrangements. The Fairmont Royal York is offering a special rate to conference attendees until October 29. The Fairmont central reservations number is: 1-800-268-9411 and refer to group reservation ID "CAPPO". Please feel free to consult the Travellers page on the website for more information.

For detailed information about directions and parking at the site, please log on to www.mtccc.com

Conference Registration

As a guest speaker you will automatically receive a full conference registration. Please pick up your badge and conference kit at the registration desk on level 800 of the MTCC at the opening of the conference.

Once again, thank you for your participation in this event and I look forward to seeing you at the conference. Please let us know if we can help further in any respect.

Best regards,



Karla Martinez
Administrative Assistant