



G.O.R.07



UNIVERSITÄT LEIPZIG

## GOR07 Step by Step

### Briefing for authors of a **roundtable presentation** at the GENERAL ONLINE RESEARCH 2007 in Leipzig

Dear author,

please keep this briefing available. It contains all the important information you will need for your preparation to give a poster presentation at GOR07. Also you will find all the GOR07 deadlines step-by-step. At each step you will receive a reminder via email a few days in advance.


Please note that the GENERAL ONLINE RESEARCH is organized online. This means that you will receive all material – including your invoice and your admission ticket – via email or find downloads at our homepage.

As a consequence, it is crucial that we always have your current email address.

Thank you very much for your help!

Your DGOF-office

#### STEP 1 – Check your abstract

 until February 1, 2007

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The abstract that you have submitted will appear exactly in the same format in the abstracts reader. For this reason we ask you kindly to control your abstract and your personal data for the conference print-outs under <http://www.gor.de/conftool/index.php?page=login&lang=1>.

Please check this details:

#### **obligatory:**

- Do we have your abstract in English?
- Do we have your presentation title in English?

#### **voluntary:**

- Did you mention all of your co-authors?
- Do you want to name their institution/university?
- Do you want to publish their email addresses?
- Do you like to publish additional contact data of you and your co-authors (URLs, telephone numbers?)

If you speak german, please make an english handout for our international guests available.



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## STEP 2 – Your personal registration

**1** December 17, until January 31, 2007

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All visitors and participants of the GOR have to register at our homepage. This registration is our confirmation that you will come to the GOR.

For first named authors of the GOR a reduced conference fee about 145,- EUR will count.

The reduction is not valid for your co-authors. They should register as "normal" visitors.

### **Registration deadline for first authors is January 31, 2007.**

(To be mentioned in the conference program).

Following discounts are possible:

- As a D.G.O.F. member you get a 20% discount. So DGOF members pay only 116,- EUR.
- The early registration discount for first authors is 15% (123,25 EUR) and is valid for registration until January 31, 2007.

Registration starts at December 17, 2007 only online via **[www.gor.de/registration](http://www.gor.de/registration)**.

Together with your conference registration you can also book a workshop. You will find the workshop information at **[www.gor.de/workshops](http://www.gor.de/workshops)** soon at [www.gor.de/registration](http://www.gor.de/registration). A later workshop registration is also possible. The last deadline is March 11, 2007. Please take into account that for workshops a pre-registration is strictly necessary.

## STEP 3 – Your invoice and your GOR07 ticket – two different PDF files

**1** Withdraw directly and you will get your ticket

After your registration in our conference tool you will get your invoice via PDF file.

**Please pay your conference fee within 10 days (receipt of payment on our account).**

Your ticket is valid for the conference and – if booked – for the workshops also.

**Refund of fees:** Cancellation of registration for the conference will be free of charge until February, 28th 2007. For later cancellations we have to bill the full price. You have the right to let a competent colleague give your presentation if you – unexpectedly – can not be present at the conference.

You will find details about benefits, money transfer and terms and conditions at the registration page.



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#### **STEP 4 – Travel information and addresses needed**

**1** Please care in time

Please find all information you need to arrange your travelling to Leipzig at [www.gor.de/travel](http://www.gor.de/travel).

Here we already published all the addresses that you need for your conference stay.

#### **STEP 5 – Your Roundtable Presentation**

**1** generally

##### **Your Roundtable presentation at the GOR program:**

- Up to 10 minutes oral presentation in English language.
- No powerpoint transparencies.
- A handout with information that simplifies understanding the presentation is recommendable, but not mandatory. The presenter can distribute the handout at the beginning of the presentation.
- About 5 minutes for discussion.
- The presenter may wish to pre-structure the discussion by pointing to issues where he/she has a need for discussion.

Roundtable presentations give the opportunity to present a project that may not yet be finished to a smaller audience. The presenter may wish to focus attention to some points of interest where he or she would like to get some feedback from the audience. In general this form of presentation allows more interactivity between the presenter and the audience than a standard oral presentation.

Please note that later program modifications are at any time possible. Please inform regularly under [www.gor.de](http://www.gor.de) about the programme time of your roundtable session.

##### **Working at the GOR:**

- You want to contact to the other authors please use the platform in our conference tool.
- You want to meet other authors and get in touch with your audience? If you like we can publish your mobile number in the abstracts reader.
- You want to blog the GOR or need the Internet for other purposes? As an author you have Internet access in the session rooms during breaks in the whole café area via W-LAN.
- Electricity (German standard) is available at several places.
- Conference Hotline: You will find the conference counter always manned. The telephone number will be : +49(0)160-3806319.



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#### STEP 6 – Cancelling your participation



**1** Free of charge until February 28, 2007

In case you have to cancel your participation please write a short email to **GORorga07@dgof.de**. If you have to quit at very short notice you can reach us via telephone +49(0)160-3806319 (activ from 26<sup>th</sup>-28<sup>th</sup> of March). Cancellation is free of charge until February 28, 2007. For later cancellations we have to bill the full price. You may name a competent colleague who replaces you during your presentation at any time if you are unexpectedly unavailable.

We are looking forward having a pleasant and informative GOR together!

With kind regards  
D.G.O.F. e.V.