



**WORKSHOP ON DISASTER COMMUNICATIONS  
BANDUNG, INDONESIA, 28 MARCH 2007**



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**NOTES FOR SPEAKERS**

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Each speaker is allocated a maximum of 15-20 minutes for his/her presentation and is requested to submit a copy of the presentation in Microsoft PowerPoint format, at least two weeks before the commencement of the conference. He/She is also invited to contribute with a brief abstract in Microsoft Word for Windows format.

It is also necessary to supply a short bio (8-10 lines) from each speaker for the Chairman's introduction.

For country presentations, a maximum of 20 minutes will be allocated for each country presentation. A country presentation should take into account the following themes in addition to the main topic:

- Historical perspectives: country experience with disasters,
- National authorities involved in disaster management and particularly in disaster communications;
- Strategy and initiatives towards disaster management and disaster communications;
- Work progress so far (if applicable);
- Challenges and areas of assistance needed in disaster communications.

Contributions in the form of presentations and technical papers will be published on the ITU website. Any document (conference final report, recommendations, etc.) produced during the conference will also be available at the website approximately days after the conference.

**IMPORTANT NOTICE FOR SPEAKERS**

The author of each submission to the conference shall accept that ITU will make this presentation publicly available on the ITU website, unless if objection is expressed in advance.

In preparing presentations the following should be taken into account:

- Time allocation for each presentation: 20 minutes.
- On the first page / slide the following information should be clearly stated:
  - Presentation title / theme of paper;
  - Name of the author(s)/co-author(s);
  - Affiliation (including tel, fax and e-mail address);
- Presentations and papers shall be submitted in English to:

**Contact Person**

In Jakarta

ITU Area Office

C/o Amie Budiarto

Sapta Pesona Building, 13th Floor

Jl. Medan Merdeka Barat, 17

Jakarta 10110

Tel.: +62 21 3802324 / 3813572

Fax: +62 21 38905521

E-mail: [amie.budiarto@itu.int](mailto:amie.budiarto@itu.int)