



SCALE THE SPACE CONFERENCE

Rovaniemi, Arctic Circle, Finland
NOVEMBER 13.-15.2018

INFO PACK FOR SPEAKERS AND SESSION CHAIRS

Welcome to Arktikum Science Center in Rovaniemi!

The conference is held at the Polarium Hall in the Arktikum Science Centre, Street address: Pohjoisranta 4, Rovaniemi. For more information and useful links, please visit Arktikum's website: <http://www.arktikum.fi/en/home.html> and Visit Rovaniemi website: <https://www.visitrovaniemi.fi/>.

Checklist

- I have [registered](#) to the event
- I have submitted my speaker bio and summary of my speech
- I have submitted my presentation and stated if it is ok for organizers to distribute my presentation

Summary, bio and photo

If you have not done so already, please send us a final title for your speech, plus a one paragraph summary, brief biographical information and a passport-style photograph of yourself.

Save your PowerPoint presentation as PDF

The Polaria Hall is equipped with a digital projector and a laptop computer. Please email your PowerPoint presentation (saved as PDF) to: merja.aikio-paavola@businesslappi.fi by 9th November or bring your slides on a USB memory stick.

Please confirm by e-mail as soon as possible that you are willing to give us the right to distribute slides. Your talk should not include any material that is confidential, proprietary, personal or defamatory.

#scalethespace

Info for Speakers

The allotted time for each speaker is **20 minutes**. This time includes the introduction by the chair and one or two questions from participants after each talk. Please check the program to see the final schedule. (You will find the latest version of the agenda on our web site: www.scalethespace.com) Please do check also spelling of your name and titles.

It is suggested, therefore, that each speaker plans to speak for no more than 15 minutes. All speakers for the session will be sitting on the podium and move to the lectern to deliver their presentation.

After the talks there will be a session for questions from the participants in the conference and a discussion between the speakers.

Each presentation may include a PowerPoint presentation (saved as PDF).

PowerPoint presentations should be uploaded to the conference computer at registration on Tuesday, 13 November, or if this is not possible, in advance by email (merja.aikio-paavola@businesslappi.fi) by Friday, 9th November.

Info for Chairs

The initial role of the chair is to briefly introduce the topic (15 minutes) as well as each issue and to then invite each speaker to make their presentation/give their talk.

After each speaker there may be a couple of minutes to take questions from the audience (limited to official participants, not from journalists or observers), but this should only be done if the speaker is on time. The conference is limited in time and to have individual speakers overrunning would lead to problems later.

Discussion (15 minutes) with the audience and between speakers: After all speakers have delivered their talks, the Chair should invite questions from the audience, should there be no immediate questions, the Chair should ask questions of their own to stimulate the debate, or to obtain clarification of any point considered appropriate by the Chair.

At the end of the session the Chair is asked to provide a short (not more than 5 minutes) summary of the session for the record. This should highlight any valuable suggestions for future activities or issues needing more attention.

NOTE! All participants as well as speakers and chairs should register to the event via link: www.scalethespace.com

Invited speakers and chairs do not have to pay the conference registration fee.

Speakers are responsible for making their own travel arrangements

We are prepared to reimburse reasonable travel expenses for an invited speaker if their employer permits reimbursement for travel and if the speaker has no other source of travel support. Please keep your travel expenses reasonable. You must submit receipts for all expenses in which you are asking for reimbursement.

Instructions on electronic billing

Company: Tähtikunta Oy

OVT-code: 003707500075

Operator: Maventa Oy

(If your company uses Basware as an operator, OVT-code in that case will be 003721291126)

VAT number: FI07500075

Business ID: 0750007-5

Reference: Scale the Space 2018

Hotel bookings

Please book your own accommodation using reservation code "**Scale the Space**".

Cancellations must be made by email seven (7) days prior to the planned date of arrival at the latest.

Scandic Rovaniemi	Santa Claus Rovaniemi
Address: Koskikatu 23, Rovaniemi Tel: +358 16 460 6000 email: rovaniemi@scandichotels.com	Address: Korkalonkatu, 29, Rovaniemi Tel: +358 16 321 3227 email: rovaniemi@santahotels.fi
Room type and prices: Standard Single 109,00/night Double 129,00/night	Room type and prices: Standard Single 100,00/night Double 145,00/night

Room rates include buffet breakfast, service and VAT. Reservations will be made on a first come - first served basis.

We look forward to hearing your talk and seeing you in Rovaniemi!