

Macworld Speaker Office & Keynote Guidelines

Following are the 7 points that make up the Guidelines for the Speaker Office and the Keynote at Macworld. Please be sure to abide by these Guidelines so we don't encounter any problems onsite. We want your experience at Macworld to be a positive one, and we thank you for working with us to maintain order in the Speaker Office.

1.) MY CELL PHONE NUMBER:

In case you need to reach me beginning Saturday and through Macworld, here is my cell #: 617-529-3738

2.) SPEAKER OFFICE LOCATION:

Room 2000 in WEST Hall

Hours of Operation:

Monday, January 14, 2008 = 7:30 am – 6:30 pm

Tuesday, January 15, 2008 = 7:30 am – 6:30 pm

Wednesday, January 16, 2008 = 8:30 am – 6:30 pm

Thursday, January 17, 2008 = 8:30 am – 6:30 pm

Friday, January 18, 2008 = 8:30 am – 6:30 pm

3.) SPEAKER REGISTRATION:

All speakers must check in at the Speaker Office upon arriving at the show to pick up your badge & badge holder. You will not have access to the show without these items. Once you have your badge & badge holder you will be able to access the other conference sessions taking place and the exhibit hall.

*** If you plan to pick up your badge Tuesday morning, please see the Keynote instructions below.

4.) GUESTS:

Guests **ARE NOT** allowed in the Speaker Office. ALL speakers must adhere to this policy. The number of speakers is too large for us to accommodate your guests as well. If you have guests coming to the show with you they can pick up their Exhibits Only badge in Attendee Registration located in West Hall.

Anyone who enters the Speaker Office who is not part of our Conference Faculty, or show management, will be asked to leave. Do not schedule meetings with people in the Speaker Office. This area is designed to give our Speakers a place to register, escape the crowds, and prepare for their sessions, as well as network with other speakers.

The Speaker Office IS NOT a place for your guests. We are grateful they want to be part of the show, but we simply can not accommodate them in this Office.

5.) SPEAKER LOUNGE – SOUTH HALL:

There will be a Speaker Lounge set up in room 300 in South Hall. This is another area designated for Speakers ONLY. No guests are allowed in this lounge.

The Lounge will be set up for those speakers whose sessions take place in South Hall, to have a place to prepare for their sessions, or let us know if there is a problem in your meeting room. This will not be a “functioning” office, that will be room 2000 in West Hall. You can not pick up your badge in the South Hall Speaker Lounge.

6.) KEYNOTE ~ TUESDAY, JANUARY 15:

Any speaker interested in attending the Steve Jobs Keynote **must arrive at the Speaker Lounge, room 300 in South Hall, NO LATER THAN 7:00am on Tuesday, January 15.** If you arrive late on Monday and can not make it over to pick up your badge that day, you will be able to pick up your badge in the Speaker Lounge Tuesday morning only.

Only speakers with their badge/badge holders will be given access to the Keynote. If you do not have your badge/badge holder you will not be able to access the presentation.

ARRIVE BY 7:00AM for the Keynote in room 300 in South Hall

NO GUESTS are allowed with you for the Keynote -- you can not bring any guests with you that morning to line up

7.) SHOW INFORMATION:

Conference: January 14 - 18, 2008

Expo: January 15 - 18, 2008

West & South Hall, Moscone Center ~ San Francisco, CA

www.macworldexpo.com

Exhibit Hall Hours:

Tuesday, January 15 11:00 AM - 6:00 PM

Wednesday, January 16 10:00 AM - 6:00 PM

Thursday, January 17 10:00 AM - 6:00 PM

Friday, January 18 10:00 AM - 4:00 PM

Latest Exhibitor List:

<http://www.macworldexpo.com/about/exhibitors>

Conference Programs:

http://www.macworldexpo.com/conference_program