

## GOR06 Step by Step

### Briefing of authors who give an oral presentation at the GENERAL ONLINE RESEARCH 2006 in Bielefeld

Dear author,

please keep this briefing available. It contains all the important information you will need for your preparation to give a presentation at GOR06. Also you will find all the GOR06 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 you current email address.

Thank you very much for your help!

Your DGOF-office

#### **STEP 1 – Check your abstract**

**1** Until November 21, 2005

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.

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?)

#### **STEP 2 – Your personal registration**

**1** December 17, until December 31, 2005

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 120,- EUR will count. The reduction is not valid for your co-authors. They should register as "normal" visitors.

**Registration deadline for first authors is December 31, 2005.**

(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 96,- EUR.
- The early registration discount for first authors is 15% (102,- EUR) and is valid for registration until December 24, 2005.

Registration starts at December 17, 2005 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)** when registration starts. A later workshop registration is also possible. The last deadline is March 11, 2006. Please take into account that for workshops a pre-registration is strictly necessary.

**STEP 3 – Your invoice and your GOR06 ticket – two different PDF files**

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

A few days after your registration we will send you your invoice via email as a PDF file.

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

After we received your payment we will send you another PDF file with your conference ticket. Please bring this with you to the conference.

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 2006. 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.

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

**1** Please care in time

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

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

☞ Note: The conference location is on the area of the Ravensberger Spinnerei which is also used as VOLKSHOCHSCHULE. Maybe this term will help you to find your way to the right place.

### STEP 5 – Your presentation, your transparencies – NEW !

**1** Until February 28, 2006

For your oral presentation at the GOR06 the usual guidelines apply:

- Length about max. 15-20 minutes. Plus 10 minutes discussion.
- The transparencies have to be in English.
- The presentation language can be English or German while English is preferred.

About 4 to 5 lectures will be gathered to a session. Each session gets a session chair who organizes the discussion of the single contributions within one session. The names of the session chairs will be announced shortly before the conference starts.

You will find the number of "your" session when the final program is published (about January 15, 2006) at **www.gor.de/program**.

We recommend that you keep in mind your session number. This will make communication easier.

You will find the room number of your session signposted at the conference place.

### ☞ NEW SYSTEM!

For GOR06 we changed the organization of the transparencies. We will load them into the conference computer system **before** the conference. So you will find your files already at the conference desk when you come to Bielefeld.

For this reason it is necessary to send us your transparencies in the final version until February 28, 2006.

- Please send your files per email to **office@dgof.de**.
- Please name them as follows: lastname\_firstname\_“Title\_of\_Presentation“.
- And use following data formats: Powerpoint Presentation (PPT or PPS) compatible with Windows XP (SP 2) and MS Powerpoint 2003.

Working at the GOR:

- 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.

**STEP 6 – Cancelling your participation**

**1** Free of charge until February 28, 2006

In case you have to cancel your participation please write a short email to **GORorga06@dgof.de**. If you have to quit at very short notice you can reach us via telephone +49(0)160-3806319.

Cancellation is free of charge until February 28, 2006. 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.