

**FOURTH ANNUAL CONFERENCE ON
CARBON CAPTURE & SEQUESTRATION**
May 2 - 5, 2005 **Alexandria, Virginia**

Congratulations! Your paper, *Progress In Carrying Out Ocean CO₂ Perturbation Experiments* (File #238), has been accepted by the Steering/Paper Review Committee for oral presentation at the Fourth Annual Carbon Sequestration Conference, May 2-5, 2005.

In order to present your paper at the Conference, please complete the following tasks by the deadlines indicated:

By March 25, please accept or decline our invitation to speak by **completing the attached Speaker Form and emailing to carbonsq@exchangemonitor.com**. (If you choose not to speak at this year's conference, we hope you will consider submitting a paper next year.)

Please indicate acceptance and identify the presenter on the attached Speaker Form and email to carbonsq@exchangemonitor.com by March 25. The paper will be included in electronic proceedings and available on the www.carbonsq.com website following the conference. There is no set page length for the "PDF" paper version to be included in the proceedings (see Paper Presentation Guidelines below for required format and fonts). Guides for both MS Word and MS PowerPoint formats are attached. Please utilize the appropriate first page formatting for your technical paper or PowerPoint presentation, as appropriate.

You must submit an Outline of your Technical Paper or PowerPoint Presentation in MS Word or MS PowerPoint electronic format to carbonsq@exchangemonitor.com by Wednesday, April 27, for possible publication purposes, such as inclusion in the Conference Briefing Book. (An example Outline is available at www.carbonsq.com/paper_guide.cfm).

You have the option of submitting a technical paper, a PowerPoint presentation, or both (for example, if you wish to speak from the presentation but publish the technical paper). Once again, your choice of format and an outline is due Wednesday, April 27, to be forwarded to the e-mail address above. The full technical paper/presentation must be submitted electronically in PDF (Acrobat) format at the conference registration desk no later than May 2.

NOTE: When submitting your electronic copy to carbonsq@exchangemonitor.com on Wednesday, April 27, please indicate whether you will be speaking from a Technical Paper or a PowerPoint Presentation. (For tracking purposes, your paper has been assigned File #238. In future correspondence, please indicate your assigned file number, File #238.)

Because of the number of papers found acceptable, **the Power Point oral presentation version must be organized for a 15-minute presentation.** This does not include a five-minute Q&A period, which will be allotted to each presenter, bringing your total presentation time to 20 minutes.

PLEASE BE AWARE THAT YOUR PRESENTATION AT THE CONFERENCE AND INCLUSION OF YOUR PAPER IN THE PROCEEDINGS IS CONTINGENT UPON YOUR REGISTRATION AND PAYMENT OF THE APPLICABLE REGISTRATION FEE. THE REGISTRATION FORM IS ON WEB SITE AT www.carbonsq.com.

Make your hotel reservation by **April 11** in order to receive the special Conference Rate of \$199.00 for lodging. **To make your reservation, call the Hilton Alexandria Mark Center directly at 703-845-1010. Be sure to tell them you are with the Carbon Sequestration Conference.**

We will post the list of accepted papers and posters on the website (www.carbonsq.com) by March 25.

We will notify you of the time and place of your presentation by April 5. We are currently working on the final agenda and will send you an email giving you the precise time and place of your presentation. Any changes to the agenda affecting the time or place of your presentation will be sent to you by email and will be updated on the website. Conference details will be posted and updated periodically on the website at www.carbonsq.com.

We are currently working on the final agenda and will notify you in regard to your presentation by April 5. Conference details will be posted and updated periodically on the website at the www.carbonsq.com as to the exact date and time.

Replies or questions regarding this e-mail should be addressed to the Steering Committee at carbonsq@exchangemonitor.com.

Sincerely,

The Carbon Sequestration Steering/Paper Review Committee

FOURTH ANNUAL CONFERENCE ON CARBON CAPTURE & SEQUESTRATION

Alexandria, Virginia

Paper Presentation Guidelines

Electronic Version for Conference Proceedings

- Guides for both MS Word and MS PowerPoint formats are attached. Please utilize the first-page formatting for your technical paper or PowerPoint presentation.
- Submit Outline of Paper Presentation in either MS Word or MS PowerPoint electronic format to carbonsq@exchangemonitor.com by Wednesday, April 27, for possible publication purposes, such as inclusion in the Conference Briefing Book. (An example Outline is available at www.carbonsq.com/paper_guide.cfm).
- Submit File of complete paper in PDF Format at Conference registration desk no later than May 2.
 - File can be no larger than 5MB
 - Font: 11 point Times Roman
 - One Column Wide
 - Left/Right Margin: 1 inch
 - Top/Bottom Margin: .5 inch
 - Submitted on floppy or CD

PowerPoint Oral Presentation

- Organize for 15-minute presentation.
- Submit file in PowerPoint electronic format via e-mail to carbonsq@exchangemonitor.com by Monday, April 25, so that an outline may be generated for possible publication purposes, such as inclusion in the Conference Briefing Book.
- Submit as a PDF file at Conference registration desk no later than May 2.

NOTE: When submitting your electronic copy to carbonsq@exchangemonitor.com on Wednesday, April 27, please indicate whether you will be speaking from a Technical Paper or a PowerPoint Presentation. (For tracking purposes, your paper has been assigned a file number. In future correspondence, please indicate your assigned file number.)