

# Instructions for Presenters

## Important Information for Oral Presentations

- The overall time slot for each presentation is 20 minutes. Plan your speech for a duration of 15 minutes, in order to allow time for questions and discussion. Session chairs have been instructed to rigorously enforce the schedule, i.e., to strictly obey the duration of a presentation. We kindly ask you for your understanding and for your cooperation in keeping the schedule.
- Please bring your presentations on a USB memory stick in MS-PowerPoint or Adobe PDF formats, and upload it in the Session Room NO LATER than 20 minutes prior to your session start! You can of course bring it earlier, in one of the coffee/lunch breaks
- Be at the room of your session 15 minutes before session starts, so that you can meet your session chairs and the other speakers in advance.
- A video projector and a PC will be available in all conference rooms. The use of your own PC has to be announced in advance to the student volunteer in each Session Room.
- In order to avoid any problems with your presentation, please make sure it fulfils the corresponding requirements, and read carefully the instructions below.

## Important Information for Poster Presentations

- Bring A0-sized (841 x 1189 mm) poster or smaller with you.
- Attach your poster on the poster board at least 15 minutes before the poster session. Each poster board is marked with the title of the presentation. Attachment pins will be provided by the organizers.
- The presenting author should be present at the poster.