

## BEFORE THE CONFERENCE

- **Schedule** - Check the **online conference scientific program to confirm presentation date and time**: <http://www.16ecee.org/programme/conference-agenda>
- **Session format / Presentation length** - The allocated time for Oral presentations has been defined by the Special Session Organizer. In case of queries and questions, please contact directly the person in charge of the session. To keep the conference on schedule and to accommodate for delegates who want to move between sessions, session chairs are asked to strictly enforce the time schedule. Please be considerate of your fellow speakers and stay within your allotted time. We encourage you to rehearse your presentation, so that you will not run over time.
- **Presentation order** - All oral presentations will be presented at their exact allocated time, i.e. in case a paper is not presented due to absence of the Author(s), this presentation slot will remain empty and available for discussion in the room.
- **Audio-visual equipment** – Each technical session room will be equipped with an LCD projector and screen, as well as any supporting furniture and electrical cords required for their operation. Requests for additional audio-visual equipment will be considered on a case-by-case basis. Personal equipment (ex. laptop) cannot be used for the purposes of any presentation.
- **Presentation formats** – we encourage the use of Microsoft products and PowerPoint, if possible, to minimize technical difficulties and facilitate speaker transition.
  - Oral presentations should be prepared in **Microsoft products format (.ppt, pptx) or Portable Document Format (PDF)**.
  - Movies typically need to be copied along with the PowerPoint file in order to play, and **MPEG files** are more reliable than AVI files.
  - Please **name the file using your last name and the ID of your paper** (e.g., quake\_12345.ppt) for identification purposes, and save it on a flash drive.
  - The aspect ratio of your PowerPoint presentation slides should be **4:3**.
  - It is recommended to keep slides **succinct and simple**. Use high contrast text and plain backgrounds.
  - We encourage use of the **conference logo** in the first slide of your presentation (<http://www.16ecee.org/programme/presenters-guidelines>).
  - Please do not use your presentation for commercial solicitation.
- **Language** - Please note that the official Conference language is English, therefore the presentations must be prepared and delivered in English.

## DURING THE CONFERENCE

All oral presentations must be pre-loaded onto the conference server **AT LEAST 24-hours prior to your talk** at two different points in the both conference buildings (M1 & M2):

1. the **Speaker Ready Room** (M2.10\_CR3 @ ground floor)
2. the **Technical Secretariat Desk** (M1.2\_Poster Foyer & Library @ 2<sup>nd</sup> level)

*(detailed maps and floor plans will be sent a few days before the conference)*

At the Speaker Ready Room you can provide updates to your presentation, rehearse transitions, and review any last-minute details that will provide attendees with a seamless session.

A Windows-PC computer, LCD projector, screen will be available for previewing your presentation in the **Speaker Ready Room** at the Conference Hall, during the following hours:

DATE	HOURS
Sunday, June 17	17:00-20:00
Monday, June 18	08:30-18:30
Tuesday, June 19	08:30-18:30
Wednesday, June 20	08:30-18:30
Thursday, June 21	08:30-15:00

- ✓ **There will be NO in-room facilities for loading presentations.** You will be provided with a 5-minute opportunity to review your presentation to ensure that equations, colours, animations, etc. have been transferred correctly, before you leave the Speaker Ready Room.
- ✓ Please make your **presence known to one of the session organisers/chair persons** before your session starts, and be present during the entire session in which your presentation is scheduled.
- ✓ We recommend that Presenters should arrive at the session room at least **10 minutes ahead of time and sit in a front row** to lessen transition time between presentations.
- ✓ While no one expects perfect timekeeping, it is **important to follow the time schedule** as much as possible. This ensures that: 1) the final speaker is not deprived of the promised presentation time, and 2) conference attendees can change rooms in order to attend specific presentations.
- ✓ Accordingly, please **do not shift speaker order or time slot during the session.** In the event that a scheduled speaker does not appear for his/her presentation, the unused time slot will be filled with Q & A or group discussion.