

## Important Information for Presenters

Please note **some suggestions** intended to be helpful:

### Managing time

- Most sessions consist of 3 to 4 presentations. The time allocated for the presentation is appr. 20 minutes or less, a further 5-10 minutes will be devoted to discussion. **Plan your speech** to allow time for questions and discussion.
- When the discussion takes place – after each presentation or after all presentations have been delivered – will have to be agreed upon at the beginning of the session (responsibility of a Chair!).
- Session chairs are instructed to follow the schedule, i.e., to strictly respect the duration of a presentation. We kindly ask for your understanding and cooperation in keeping to the session schedule.
- Going over the time limit prevents further discussion (it cuts into the session's time, which cannot be extended) and is disrespectful to the other presenters and the audience.
- It is often helpful for presenters to have hard copies of their papers available to distribute to interested audience members.

### Preparation of your Presentation

- Be at the room of your session 10-15 minutes before the session starts so that you can upload your slides and meet your session chair and the other speakers in advance.
- **We also recommend coming in the morning of the day of your presentation to upload your slides** and enjoy a relaxed time and coffee breaks.
- Please bring your presentation on a USB memory stick in MS PowerPoint or Adobe PDF formats and upload it in the session room.
- PCs will be available in each conference room. We recommend using our PCs unless it is necessary to use your own.
- If you prefer to use your own laptop, be sure it has an **HDMI port**. Moreover, Mac users have to bring their **adapters!!!**