GUIDE FOR PRESENTERS

Important information for all presenters

- Please check the time and lecture room of your presentation in the daily program as there might have been changes.
- Each lecture room is equipped with a computer (Windows, Microsoft, Acrobat Reader) and a beamer. Your slides shall be prepared in the format of 16:9, whereas 4:3 is also possible.
- Technical staff is assigned to each lecture room for help with technical equipment
- Please **be present at least 10 minutes prior** to the start of your session and let the chairperson know you are there
- Please make sure to **stay in your session from the beginning on** in order to ensure smooth changes between the individual presentations

Oral Presentations

- The duration of your **presentation and discussion** is **15 minutes** (with a **maximum presentation time** of **12 minutes**).
- The presentation file must be **uploaded in the ConfTool** system of the conference by **November 20 at latest**.
- The file uploaded on ConfTool will be the one used for the presentation during the conference.
- The presentation files can be in ppt/pptx or pdf format.
- The file size is limited to 50 MB per abstract.
- Your slides shall be prepared in the format of 16:9, whereas 4:3 is also possible.
- We recommend using font sizes that are large enough to be read by everyone (minimum font size of 24pt).
- For charts and maps, we recommend using colour schemes that allow readers with colour vision deficiencies to correctly interpret your findings. Please check your images using the Coblis – Color Blindness Simulator[1] and revise the colour schemes accordingly.
- Ensure that all images in presentations that are not yours are credited.

[1] https://www.color-blindness.com/coblis-color-blindness-simulator/

Poster Presentations

Poster presentations are divided in two parts:

PART 1 **Poster Pitch**

- **two-minute** introductory oral presentations at the beginning of the session
- the two-minute (maximum time) introductory oral presentation is voluntary and can be made with or without slides.
- If presenters want to use this opportunity and use slides, the file must be uploaded in the **ConfTool** system of the conference **by November 20 at latest**.
- **Maximum two slides** allowed (**our recommendation: 1 slide**).
- The presentation files can be in ppt/pptx or pdf format
- The file size is limited to 50 MB per abstract.
- The upload of the poster file itself is not required.

PART 2 **Poster Session**

- Interactive discussion in front of the displayed posters
- Posters must be printed by the authors; no service is provided by the Conference.
- The maximum poster size is DIN A0 portrait /841 x 1189 mm (minimum A1), otherwise you will have problems in mounting the poster on the provided boards.
- Adhesive tape and/or pins are used for attaching the poster to the poster board. These are available at the poster board.

Posters may remain on **display for the entire duration of the conference**, and all presenters are encouraged to do so. Please contact the organizers at registration on 25 November to find out which poster board has been reserved for your poster.

Each poster pitch and its dedicated discussion are assigned to one of the **two poster sessions**.

GUIDE FOR CHAIRPERSONS

- You are kindly asked to switch between presentations by simply announcing the name of the next presenter and the title of the presentation.
  Due to the tight schedule, there will not be sufficient time for introducing individual presenters in a more detailed manner.
- Please do your best to strictly limit the duration of each presentation and discussion to the allocated time (**the 15-minutes time indicated in the programme includes questions and discussion.** Please remind speakers in advance that their presentation should end after 12 minutes).
- If a speaker is missing, please stick to the original programme, i.e., extend the discussion time of the preceding presentation or allow a break for the duration of the missing talk(s). This enables participants to move in between sessions and to listen to chosen induvial lectures according to the announced sequence.