

# Instructions for Oral Presentations

## Oral Presentation Times

Sessions with oral presentations will take place from Monday to Friday from **9:30-12:30** and **13:30-16:30**, **except Wednesday afternoon** when a Panel Discussion will take place in the Lecture Hall from 13:30-15:30. There are 15 parallel sessions.

## Computer & Software Compatibility

Delegates making oral presentations should make sure that their files are compatible with the software available in the Convention Center. These computers will run **both PC and Mac** operating systems. The PCs will run Windows XP and have Office 2007 available; the Macs will run OSX 10.6.3 with Office 2008, Keynote-iWork09, and Preview. Both operating systems will have Acrobat Reader supplied.

**Delegates will not be able to use their own computers for their presentation** (except those with prior arrangement before the conference).

## Uploading your Talk

**Oral presentations should be brought to the room in which the presentation will take place**, on a USB stick, for uploading onto the conference computers.

Delegates with a morning presentation should bring their USB stick **before 09:30 on the morning of the presentation**. Delegates with an afternoon presentation should bring their USB sticks **between 12:30 and 13:30 on the afternoon of their presentation**. Staff will be available to help with the computers.

## Talk Timing

**Speakers should arrive at their allocated session not less than 20 minutes before the start of the first presentation** in order to meet with the chairperson. All presentations must be given in English, which is the official language of the Conference.

Oral presentations are allocated 15 minutes and keynote talks either 15 or 30 minutes. **15-minute talks should be finished after 12 minutes, and 30-minute keynotes after 25 minutes, to leave time for discussion**. The chairperson will give a first signal after 10 minutes, a warning after 12 minutes and prevent further talking after 15 minutes. It is essential for the success of the conference that the speakers strictly stick to this scheme to ensure that all parallel sessions are synchronized.

## Instructions for Poster Presentations

### Poster Presentation Times

There will be **afternoon poster sessions on Monday, Tuesday, and Thursday** of the conference from **16:30-18:00**. There will be no poster sessions on Wednesday or Friday afternoons. Refreshments, including light snacks and a limited amount of beer, will be available in Exhibit Hall A during the poster sessions.

### Poster Size

Posters must be no larger than 1.2m x 1.2m (4ft x 4ft), although they can hang down below the poster boards by up to 30cm (1ft). Oversize posters will not be displayed. Board numbers for each presentation are shown in the program.

### Putting up your Poster

**Posters should be put up between 08:30 and 13:00**. The materials required to attach each poster to the board will be supplied. **Posters should be removed between 18:00-19:00** on the day of presentation. Posters not collected by these times will be removed by the conference organizers and recycled.

### Poster Etiquette

The poster sessions are from **16:30 to 18:00 on Monday, Tuesday and Thursday, and delegates should expect to be available by their poster for most of this time** on the day of their presentation. If there will be any time during this period when no author can be present, a card should be left indicating when the author will next be present.

### Cameras, Mobile Phones & Pagers

Photography or videoing is not permitted in any of the oral sessions, nor at poster sessions, without the permission of the relevant oral presenter or authors of the poster. Delegates and speakers will be required to mute or turn off their cell (mobile) phones and pagers during oral presentations.