

Guidelines for Presenters

Oral Presentations

- ✚ Your room will be open 20 minutes before the start of your session. Please be on time.
- ✚ Make sure you are aware of the time and room of your session. Please note that there are 9 rooms where parallel sessions will take place located in two different buildings. You will find orientation maps in the printed programme, displayed on posters at the venue, and near the information and check-in point. There will also be a group of volunteers willing to help you find where your session will take place or with any other questions you may have.
- ✚ Please arrive at your session in time to hand in your presentation to the chair/s of your session.
- ✚ Please bring your presentation file (PowerPoint or PDF) stored on a USB device.
- ✚ Your presentation file will then be uploaded to a Windows-based computer available in the conference room solely for the purpose of giving the presentation.
- ✚ Presentations must be delivered in English and should not be longer than 15-20 minutes. If you exceed this time, your paper may be interrupted by the session chair.
- ✚ Please leave the questions to the end of the presentation. Speakers should not be interrupted during their presentation.
- ✚ Slides are designed to accompany your presentation, NOT TO BE your presentation. Recorded presentations will not be considered

Poster Presentations

- ✚ It is obligatory to bring your printed poster with the title and authors included. The conference staff will provide materials for fixing it to the presentation boards.
- ✚ When you check-in you will be shown the exact place you have been assigned to place your poster.
- ✚ Size: 90 X 120 cm. Please note the size of the boards provided by the university is slightly smaller than the size originally specified on the website. If your poster is already completed to the former size, we should be able to adapt it to the boards provided.
- ✚ Please, remember that the authors of the posters will have one hour (Wednesday, 12th June) - established in the program - to answer questions from the participants in the congress. During that time, they must be available in the poster area.
- ✚ Please do not forget to take your poster with you when the conference ends. We will not be able to return posters left behind.

Enjoy the conference. Thank you!!