Guidelines for Presenters

ORAL PRESENTATIONS

Presentation Format

Time for oral presentations:

- Plenary speakers: 45 minutes (+10 minutes Q&A)
- Keynote speakers in a keynote session: 20 (+5 minutes Q&A)
- Keynote speakers in an ordinary session: 25 (+5 minutes Q&A)
- Ordinary speakers in a session: 12 minutes (+3 minutes Q&A)

The duration of oral presentations in an ordinary session is 12 minutes followed by 3 minutes for questions and discussion. Please ensure that your presentation duration has been carefully checked (12 minutes maximum). The presentation schedule will be strictly enforced by each Session Chair, to allow the audience to switch between sessions. Each presentation venue will have a sound system and PC with Microsoft PowerPoint software, linked to a data projector.

POSTER PRESENTATIONS

Poster Format

A poster stand of approximate size A0 will be provided for displaying posters. Posters should be presented in A0 size, portrait, i.e. 1189 mm x 841mm. The background colour of the display board will be maroon.

Poster Display

The display board will be covered in felt and Velcro stickers will be provided for attaching posters.