



## Instructions for Oral Presentations

### Oral Presentation Times

Sessions with oral presentations will take place from Monday to Friday from **9:30-12:30** and **14:00-17:00**. There are 18 parallel sessions.

### Computer & Software Compatibility

Delegates making oral presentations should make sure that their files are compatible with the software available in the Congress Center. HP computers will be available in each lecture room, each running Windows XP and Office 2007. Delegates should make sure that their presentations are compatible with the software available.

Delegates using Macintosh computers should use their own computers: a second VGA cable will be available but delegates should bring their own adapters.

### 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 between **09:00 and 09:30 on the morning of the presentation**. Delegates with an afternoon presentation should bring their USB sticks between **13:30 and 14:00 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.

### Mobile Phones & Pagers

Delegates and speakers will be required to mute or turn off their mobile (cell) phones and pagers during oral presentations.



## Instructions for Poster Presentations

### Poster Presentation Times

There will be **afternoon poster sessions on Monday, Tuesday, Wednesday and Thursday** of the conference from **17:00-19:00**. There will be no poster session on Friday afternoon. **Posters should be put up between 08:30 and 13:00** on the day of presentation. The materials required to attach each poster to the board will be supplied. **Posters should be removed between 19:00-19:30** on the day of presentation. Posters not collected by these times will be removed by the conference organizers and recycled.

### Poster Locations

The posters will be displayed in the Congress Hall Foyers on 4 floors of the Congress Centre. **Poster board numbers are given in this Program Volume**. Poster board numbers with first number 1 will be on Floor 1; those starting with 2 will be on Floor 2; those starting with 3 will be on Floor 3 and those starting with 4 will be on Floor 4. See the maps at the back of this Program Volume.

### Poster Size

The poster boards are large enough to fit a size A0 poster in portrait orientation (approximately 90 cm wide by 120 cm high). Oversize posters will not be displayed.

### Poster Etiquette

The poster sessions are from 17:00 to 19:00 on Monday, Tuesday, Wednesday 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 & Video Cameras

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.