

# GUIDELINES FOR PRESENTERS

Oral Presentation Time: 20 min (including 3 min Q&A)

Keynote Presentation Time: 30 min (including 5 min Q&A)

Plenary Presentation Time: 45 min

## Useful information

1. Presentation files can be only accepted as \*.PDF, \*.PPT or \*.PPTX
2. If you use clips or attachments, make sure to create a presentation folder where these are included with your presentation. It is very important that you do not include uncompressed video files in your presentation.
3. Each conference room has a laptop, a beamer and laser pointer as well as microphones. The technician in the respective rooms will help you with uploading of your files.
4. Please be in your corresponding room before the session starts, so that you can upload and test your files in time.
5. You can also use your laptop, but be sure that it is compatible to the setup and that you have all necessary adapter with you.
6. Conference language is English!

## Poster presentation

The poster should be presented during the whole conference from Tuesday, 22<sup>nd</sup>, 9:00 am until Thursday, 24<sup>th</sup>, 4:30 pm.

The poster presentation (important for the poster award!) is on Tuesday from 6:00 pm to 8:00 pm in the main hall.

There is a poster board for each poster. The poster size has to be **DIN A0 (841 x 1189 mm)**. Each board will be numbered. Be sure you place your poster on the board with the right number.

Our staff will be there for your assistance.

## Mandatory registration

Registration is mandatory for all presenters. Presenters are encouraged to register on [www.pps2015graz.com](http://www.pps2015graz.com) not later than **August 21<sup>st</sup>, 2015** to ensure that their talks and posters are included in the final program and the conference proceedings.