Information for session chairs, speakers & poster presenters

Session chairs

Please introduce each speaker only with name and affiliation, to give each speaker maximum time for questions.

In leading the discussions, please consider gender perspectives and academic age to maximize discussions of as many participants as possible.

Speaker times

	Chair intro*	Presentation	Discussion
Invited lectures (**IL**)	1-2 min	30 min	8-9 min
Oral communications (**OC**)	1 min	15 min	4 min
Student presentation (**SP**)	1 min	12 min	2 min
Poster pitch (**PP**)	*none*	3 min	*none*

* The introduction time includes the time to swap speakers & computers

Speaker presentations

Conference computers (Mac and PC) and a slide changer/laser pointer (USB connected) are available for all speakers.

PowerPoint and Keynote presentations are supported, the preferred slide format 16:9, but 4:3 also works. Please bring your presentation on a memory stick for uploading to the conference computer *the day before your session, or during the registration.*

IL and **OC** can choose to present from their own computer using HDMI or VGA connections. Please bring any adapters needed for connecting. As the swapping of computers will take some time, the discussion time will be reduced to keep on schedule. Please double check that all connections work during a coffee break the day before your session. Connect your computer during the break prior to your session.

Poster pitches

Please bring your presentation as a PDF file to allow presenting from either the Mac or PC. Upload your presentation *the day before your session.*

Please begin by introducing yourself, and strictly stick to the time limit of 3 min.

Questions and discussions are referred to the poster sessions.

The poster pitch presenters for each session should form a line (according to the presentation order) next to the stage, to ensure quick speaker swaps.

Poster presentations

Numbered poster walls are available outside the conference hall, and the posters will be accessible the whole conference during coffee breaks and the two poster sessions.

There will be two poster sessions, with half of the poster presentations each day.

Poster wall size: 72 * 180 cm (portrait format), the optimal poster size is 762 x 1016 (30*40 inches) or DIN B1 (707*1000). Pins and tape will be available.