INFORMATION FOR PRESENTERS

PRESENTATION OF ORAL PAPERS

Numbers in front of the paper titles indicate the number of abstract shown on the Abstract pen drive, where abstracts are sorted in numerical order. All oral presentations will be made in specific sessions, some of them will be introduced by a keynote. The total time allocated to each paper is **15 minutes**, but within this you should allow 2-3 minutes for discussion. So, aim the time of your talk to be 12 minutes.

For much of the time there will be three parallel sessions. There will be 1 main plenary room (Hall 1 A) and three lecture rooms: Room 1,2,3 on level 3. Therefore, it is absolutely essential that speakers **keep to the time schedule and not exceed the time allocated to them**. Chairpersons are under strict instructions to stop any presentation that is running over time. Workshops are located in the same rooms as oral presentations.

Please deliver your presentation in the room in which you are speaking **at least 1-2 hours before your presentation is due.** This is to ensure that the technical staff have sufficient time to upload your file to the system prior to your session. Please ask at the registration desk the location of your presentation.

Please make sure your presentation file is labelled as follows < date/ time of session /surname_ paper number>.

PRESENTATION OF POSTERS

There are 237 posters, which have been grouped into various sessions. These are located in the hall-lobby of Hall 1(B, C &D).

Each poster has been allocated a number (eg **001-P**). This appears in front of the title of that poster in the poster programme and in the list of posters below. It also identifies the correct poster board. If you are presenting a poster, you should attach your poster to the poster board with the matching code in a way that leaves the number clearly visible. Please do not obscure anyone else's poster space.

Please note that posters should be mounted on Sunday afternoon or by 10am on Monday morning and removed on Thursday at the end of the poster session and during the coffee break (no sooner than 3.45pm). **If you are a poster author, you should personally attend your poster during the session assigned to your poster** (see Poster session schedule, page 4).