INSTRUCTIONS FOR PRESENTERS AND CHAIRS

Presenter in oral sessions

A computer and a beamer will be available in each room for presentations. We assume that these devices will be used by presenters for their presentation, which can be brought along on a USB memory device. To avoid loss of time, hooking up of personal lap-tops is discouraged. Presenters are invited to the room 10 minutes prior to the start of the session, so that presentations can be uploaded onto the computer before the session starts. Average time available for each presentation, including chairs' and general discussion, is about 24 minutes for sessions with 5 presenters (20 minutes for presentation, 4 minutes for discussion) and 30 minutes for sessions with 4 presenters (25 minutes for presentation, 5 minutes for discussion). Presentations will be carried out in English.

Presenter in poster sessions

The Poster session is scheduled on Thursday 22nd (Green stairs, first floor), from 13.30 to 14.30. Each presenter is required to print his own poster, and set-up it in the morning of the scheduled presentation. The following equipment will be provided by the Organization: • posters support; • adhesive tape for poster mounting. The conference staff will assist you during the time of poster mounting. The poster presenters are asked to be close to their poster during the Poster session in order to feedback to the potential questions. Posters must be removed from the boards at the end of the session. Be careful to include the title, authors, and affiliations at the top of the poster. It is worth mentioning that font sizes, figures and tables have to be easily read. We encourage making use of exhaustive contents rather than long text.

Chairs

Chairs are invited to go to the room 10 minutes prior to the start of the session. They introduce the session and the speakers and make sure that the time available is divided equally over the papers to be presented. Average time available for each presentation, including chairs' and general discussion, is about 24 minutes for sessions with 5 presentations and 30 minutes for sessions with 5 presentations. In the former case, the suggested time allocation is: 20 minutes for presentation, 4 minutes for discussion while, in the latter case, the suggested time allocation is: 25 minutes for presentation, 5 minutes for discussion. Presentations will be carried out in English. Moreover, chairs are kindly invited to guide the discussion with the floor following each presentation and at the end of the session.