

## GUIDELINES FOR ORAL PRESENTATIONS

### Before the conference

- Each presentation is allocated 20 minutes. This includes the session chair's introduction of the speaker, the presentation itself, and the possible questions and answers. It is highly recommended that you use no more than 15 minutes for the presentation of your paper and leave at least 5 minutes for questions and discussion. They are important elements of the conference. You are asked therefore to keep within your allotted time and allow sufficient time for questions. Session chairs will strictly limit each presenter's time to a total of 20 minutes.
- Presentations will take place in auditoriums which are equipped with a computer (operating with Microsoft Windows 7 operating system, Microsoft Office 2010, Adobe Acrobat Reader, and VLC multimedia player) connected to a digital projector.
- If any special PC facilities or file type support (other than MS Office or Adobe Acrobat) are required these may be facilitated but you must let us know in advance by sending e-mail to: [presentations@icee2012.fi](mailto:presentations@icee2012.fi)
- All presenters are required to submit their presentation by e-mail to [presentations@icee2012.fi](mailto:presentations@icee2012.fi) in advance, no later than midnight 25<sup>th</sup> of July 2012. This is required to ensure that the presentation will be installed and displayed in the appropriate auditorium. Please use the paper submission number followed by underscore and the last name of the first author of your paper as the subject field of your email and also as the name of your presentation file, for example 331\_Donaldson.pdf or 331\_Donaldson.ppt or 331\_Donaldson.pptx. Pdf format is highly recommended.
- Please, find the program on the website <http://www.icee2012.fi/index.php/program> and be prepared to present your paper at the allocated time.
- Just in case, please, have your presentation on a USB memory and remember to take it with you to the right place at the right time. ☺

### During the conference

- Please, find the auditorium where your presentation is allocated in advance so that you can easily reach it during the break.
- Be present at least five minutes before your presentation session begins.
- For each session, there will be a chair who will introduce the session and control the question and answer section. The chair will also have responsibility for ensuring sessions run strictly on schedule. The session chair informs you when you are running out of time and will stop the presentation at the end of your allocated period, please be prepared for this.



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- Introduce yourself to the chair and give him/her your name, institution and country on a paper sheet.
- Check that your presentation is available and uploaded on the computer.
- A technician will be available to assist you during your presentation.
- Remember that you have actually less than 15 minutes to introduce your paper and then at least 5 minutes for questions and discussion.
- If a presenter is missing he/she is not waited for. The next presenter will take the place of the missing presenter and the session will end before the allocated time.