

INSTRUCTIONS FOR PRESENTERS

Oral presentations

Presenters will have 20 min total presentation time (15 min presentation and 5 min discussion). In order to synchronize the parallel sessions, session chairs have been instructed to be strict about compliance with these times, but it depends on the numbers of presentations in each session.

The official format of presentation is by data projector using Microsoft PowerPoint or compatible formats. A laptop computer connected to a data projector will be supplied in each session room.

Please make sure that all PowerPoint files are saved with embedded fonts.

To save PowerPoint files with embedded fonts:

- In the Microsoft PowerPoint main menu, select [File], [Save As].
- In the Save As window, select the drop down menu named [Tools], then select [Save Options].
- Check the box that specifies [embed TrueType Fonts].
- Select the option [embed all characters (best for editing by others)].
- Continue to save the document in the [Save As] window.

Due to time restrictions, participants may not connect their own computers to the data projector. All presentations in PowerPoint format should be transferred to the staff in the Speakers Room (Ume, Main Building 2F) **at the latest 2 hours** before the session starts. Computers will be available for speakers to check their presentation. The organizers can not guarantee a successful presentation of non-tested files.

Poster Presentations

The posters will be displayed in two sessions: **Session A on Monday 13:00 - 14:00 and Tuesday 13:00 - 14:00, and Session B on Wednesday 12:00 - 13:00 and Thursday 13:00 - 14:00. The posters for Session A must be set up before Monday 10:00 and removed by Tuesday 16:00. The posters for Session B must be set up before Wednesday 10:00 and removed by Friday 13:00.**

The set up area on the poster board is **90 cm (35 inches) wide and 135 cm (53 inches) high.**

Each poster has been assigned a number which will appear in the program book as well as on the poster board.

Please make sure that you place your poster on the correct poster board in the correct section. Presenters are responsible for setting up and removing their posters. The Registration Desk will provide materials to affix the poster to the boards. Please use only these materials.

NB: Authors of posters with odd poster numbers have to be present at their poster during the first day of the poster session. Correspondingly, authors of posters with even numbers have to be present the second day of the poster session.
