

# Instructions for presenters, chairs, and posters

## Talk set-up and timing

- Presenters should have uploaded talk in advance of session, preferably from a USB stick.
- You can use your computer if you so choose. There is a selection of adapters in the conference rooms but bring your own for HDMI to be sure.
- The hotel projectors are built for 16:9 but can accommodate 4:3.
- Each symposium/spoken paper presenter is given 20 minutes, including 15 minutes for presentation and 5 minutes for questions.

## Chairs

- Be present in the room before the sessions starts. Check that presenters are present and are set up. Technical support is available.
- Introduce each talk: speaker and title.
- Please stick to time. Prompt cards are available: 5 minutes left (after 10 minutes); 1 minute left (after 14 minutes); stop @ 15 minutes.
- If a presenter does not show, please stick to timing in schedule to allow delegates to move between sessions for specific talks.
- If you also present at the session, delegate chair responsibility during your presentation for your talk.

## Posters

- Dimensions: The maximum width is 94 cm, and the maximum height is 192 cm. The format is upright (e.g., portrait).
- The conference will provide supplies (e.g., power sticks) for hanging your poster.
- Please identify your poster number in the conference program. The poster boards at the conference are also numbered, so that you can find the poster board for your presentation.

*Thank you!*