Instructions for speakers

The length of the presentations:
Invited (I)   25 min (including 3 min for questions and answers)
Oral (O)   15 min (including 2 min for questions and answers)
The following facilities in the conference hall will be provided:
- Notebook with Windows 7 OS
- XGA Projector (please note that the resolution will be limited to 1064x768 px) with VGA input
- Mouse, keyboard and remote "presenter" with laser pointer
- Laser pointer
- Wireless and wired microphones

For using the conference notebook (preferred), please make sure to upload and test your presentation before the start of your session. Uploading can be done either directly to the conference notebook or at the Organizing committee (IT support) desk. Please, bring your presentation on USB flash disk.

Flip-charts, document cameras or overhead projectors will generally not be available. If you need to use such equipment, please notify Organizing committee at least one week before beginning of the workshop.

On the conference notebook, the following presentation file formats are supported:
- Adobe Reader (PDF)
- Microsoft Office 2010 (PowerPoint ppt, pptx, pps; Microsoft Word doc, docx)
- OpenOffice 3.4 (Writer, Impress)
- Adobe Flash

Video files (video files must be checked in advance in order to have a possibility to install necessary codecs if missing)

Video switch will be available for presenting from your own laptop, equipped with VGA output. Please test the equipment with your notebook in advance.

Details for poster presentations

For poster presentations, plastic poster boards will be provided. The space of 1x1 m2 will be available for each poster. Mounting can be done by removable adhesive (provided).

The poster session will be on Sunday, August 28th in the evening. The posters can be kept mounted during the whole workshop. All participants presenting posters are kindly asked to mount their posters starting from the Sunday, August 28th morning. Left posters will be dismounted by Organizing committee team after the workshop closing.

Internet access

WiFi Internet access for participants will be available on the whole area of the building, where the sessions will take place.

Wired internet as well as several conference desktop computers and printer/scanner will be available at the Organizing committee desk. IT support desk will be available at the same place.