

INSTRUCTIONS FOR SPEAKERS

The length of the presentations:

- Plenary (Pl) 40 min (including 5 min for questions and answers)
- Invited (I) 30 or 20 min (including 5 or 3 min for questions and answers)
- Oral (O) 15 or 10 min (including 3 or 2 min for questions and answers)
- Short oral (SO) 3-4 min

The following facilities in the conference halls will be provided:

- Computer with Windows 7 OS
- XGA Projector (please note that the resolution will be limited to 1024x768 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 at the IT support (presentations) desk in the conference hall. Please, bring your presentation on USB flash disk.

Speakers should arrive in the session room 10 minutes before the start of their sessions to report to the session chair.

On the conference computer, 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).

All participants presenting posters in Poster Session I are kindly asked to mount their posters starting from the Monday, August 26th morning and dismount them after the end of the poster session.

All participants presenting posters in Poster Session II are kindly asked to mount their posters starting from the Tuesday, August 27th morning and dismount them after the end of the poster session.

Left posters will be dismounted by Organizing committee team after the conference 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 a conference desktop computer and printer/scanner will be available in the Organizing committee desk.

How to understand the presentation identification number

Presentation type		Room	
Pl	Plenary	A	Conference hall A, room 700 in Building A
Invited	I	B	Conference hall B, room 472 in Building B
Oral	O		
Short oral	SO		