

## BEFORE THE CONFERENCE

- **Schedule** - Check the conference APP and **conference scientific program to confirm your presentation date and time**: <https://www.earli.org/events/earli2023#section-programme>
- **Presentation length (for single papers)** - The total allocated time for oral presentations is 15 minutes followed by 5 minutes Q&A. To keep the conference on schedule and to accommodate for delegates who want to move between sessions, session chairs are asked to strictly enforce the time schedule. Please be considerate of your fellow speakers and stay within your allotted time.
- **Audio-visual equipment** – Each technical session room will be equipped with an LCD projector, screen and laptop, while some rooms are also equipped with a sound system. Requests for audio equipment (ex speakers) or any other special requests (ex flip-charts) have been taken into consideration on a case-by-case basis, and according to the requests submitted in the initial submission process. In case any of the requests cannot be accommodated, presenters have already been informed individually. **Personal equipment (ex. laptop) cannot be used for the purposes of any presentation.**
- **Presentation formats** – We encourage the use of Microsoft products and PowerPoint, if possible, to minimize technical difficulties and facilitate speaker transition.
  - Oral presentations should be prepared in **Microsoft products format (.ppt, pptx) or Portable Document Format (PDF)**.
  - Presentations will be uploaded in laptops which will be provided in each session room, using a **USB-key**.
  - It is not possible to use your own laptop, therefore any video, animation or real time implementation must be properly **embedded** in the ppt presentation and should be launched automatically.
  - Movies typically need to be copied along with the PowerPoint file in order to play, and **MPEG files** are more reliable than AVI files.
  - Please **name the file using your last name** for identification purposes.
  - The aspect ratio of your PowerPoint presentation slides should be **16:9**.
  - It is recommended to keep slides **succinct and simple**. Use high contrast text and plain backgrounds.
- **Language** - Please note that the official conference language is English, therefore the presentations must be prepared and delivered in English.

## DURING THE CONFERENCE

All oral presentations must be pre-loaded DIRECTLY onto the conference laptop in the allocated session room for your presentation **AT LEAST 2 hours ahead of presentation, in any break prior to your talk** (for morning sessions please do so the day before):

- ✓ Please make your **presence known to the chairperson** before your session starts and be present during the entire session in which your presentation is scheduled.
- ✓ We recommend that presenters should arrive at the session room at least **10 minutes ahead of time and sit in a front row** to lessen transition time between presentations.
- ✓ While no one expects perfect timekeeping, it is **important to follow the time schedule** as much as possible. This ensures that: 1) the final speaker is not deprived of the promised presentation time, and 2) conference attendees can change rooms in order to attend specific presentations. Although the Chair of each session has the responsibility of timekeeping and session flow, we expect each presenter to follow the time schedule.
- ✓ Accordingly, please **do not shift speaker order or time slot during the session**.
- ✓ **Volunteers** will be present during the whole sessions ready to assist and support you in the best possible way.

***EARLI 2023 volunteers and the local conference team will be happy to assist you and provide any further information at all times!***