



Guidelines for presenting authors

Oral presentations

1) Length of presentation

The allotted time for oral presentation is 20 minutes (15 minutes to present; 5 minutes for Q & A/intermediate time). Please keep the time. The session chair will give you a reminder 2 minutes before your time is up.

2) Slides

Authors wishing to project slides directly from PowerPoint must provide a copy of their presentation for it to be preloaded onto a conference laptop. We will provide a computer, projection equipment, audio equipment, and laser pointer. You can submit your file in .ppt or .pptx format (along with any supporting audio/video files) in one of the following ways:

- (1) Via e-mail to Environment2013@au.dk **no later than September 30th** (make sure that audio and videofiles are zipped before emailing for size considerations). Please name your email "powerpoint" and your abstract#.
- (2) On a USB key or CD on site during the conference to a student helper in the room where your presentation is scheduled.

3) File names

Files must be named in the following manner:

- Lastname_abstract#.ppt (e.g.: Jensen_109.ppt and Jensen_110.ppt)
- Jensen_109_slide2_video.wmv
- Jensen_109_slide7_video.wmv

4) Before the session

Please meet with the Session chair in the room where your session is scheduled no later than 15 minutes before the session starts. Make sure your presentation and the associated video and audio files are loaded onto the computer.

Posters

1) Poster boards

Each contributor will be allocated a poster board with the dimensions 150 cm wide and 120 cm tall. Numbered poster boards with pins are located in the conference hall on the 2nd floor.

2) Putting up your poster

Please make sure your poster is on display on the board holding your abstract number before the poster session at 17.00 on October 3rd. You will have access to the poster board from 8am.

3) Poster session

The poster session is scheduled from 17.00 to 18.15 on October 3rd. We suggest that you are available for questions and discussion near your poster during that period. During the poster session, a 'speakers corner' session is planned, where each poster is presented by a 2 min. speech and a short Q&A.

In case of problems or questions before or during the conference, please contact the conference secretariat through the conference registration desk or via E-mail: Environment2013@au.dk or via phone at +45 3018 3121