



## INSTRUCTIONS FOR PRESENTERS

### Oral presentations

All session rooms will be equipped with a computer, dataprojector and a screen. The Windows computers are equipped with PowerPoint and Acrobat programs and access to Internet.

All presentation materials will be saved on the session room computers via a network drive. **Do not take your presentation materials directly to the session room. You are not allowed to use your own laptop or stick during the presentation.** This will help the tight session schedule to run as smoothly as possible.

### This is how you hand in your presentation slides

1. send in your presentation slides in advance and avoid queuing at the conference venue: [congress@ulapland.fi](mailto:congress@ulapland.fi). Please remember to take a copy of the presentation file with you also on a memory stick.
2. hand in your presentation slides at the **service desk** located in the university main lobby, in connection with the registration and information desk **at least two hours before the start of your session**

Your presentation may be in .ppt, .pptx or .pdf format. If you have special requests or your presentation includes links, videos, demos etc., please contact the service desk immediately when you arrive to the conference venue.

Presentation time for one presentation is 20 minutes including five minutes for discussion. The session chair may be flexible with this, if situation allows it.

Please arrive at your session room **15 minutes prior** to the session starting time. There will be conference assistants or a local chairperson in all session rooms to help you find your presentation on the session room computer and with the use of microphones. Microphones will be used only in the large lecture halls (Fellman, LS2, LS3).

### Registration and Info Desk and Speaker service

Speaker service and Registration and Info Desk will be situated in the university main lobby. They will be open on Thursday at 8:30 – 18:00 and on Friday at 8.30 – 16.30.

### Poster presentations

Posters will be on display in the university lobby during the whole event Thursday and Friday. Please mount your poster as soon as you arrive at the conference venue on Thursday morning. Poster codes will be placed on the poster boards wall to help your find the correct place for your poster. Tape and/or stickers for mounting will be available in the poster area.

There will not be any specific poster session. Organizers recommend that poster presenters stay at their poster for questions and discussions during coffee breaks.

Please remove your poster at the end of the conference. Organizers will dispose of all posters left on display after conference closing.

Poster size is A1 (portrait, 594 mm x 841 mm).