

# Guidelines for Panel sessions

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## How to prepare and bring your presentation

Please liaise with your panel coordinator before the presentation to agree on timings and content of your presentations, if necessary. Your panel coordinator will then need to liaise with the room attendant in the room to ensure the smooth running of the panel, so please make sure to pass on to him as much information as possible about your presentation.

On the day of the conference, please make sure to bring your final presentation on a USB stick. PowerPoint 2013 (version in English) will be loaded onto the laptop. Please ensure your presentation is compatible with this software. Please liaise with your panel coordinator in case they prefer to have all the presentations in advance in a single USB stick.

If you are including any media (e.g., audios, videos) or online resources (e.g., YouTube videos) in your presentation, please make sure to bring also the files separately in case for some reason they do not open correctly from the PowerPoint presentation or the internet connection is not working.

## On the day of your presentation

All panels will take place in the Plenary Room (please see map below).

As there is limited time between presentations, please make sure that presentations are loaded onto the laptop in the break preceding your presentation slot. You may also need to have a lapel microphone fitted during this break – the room attendant will be able to provide advice on this. If your presentation contains any media (e.g., audios, videos) or online resources (e.g., YouTube videos), this will be the perfect moment to test that everything is working as you want it.

If for some reason you need to leave the plenary room between the preceding break and your session, please make sure to arrive at the plenary room **at least 20 minutes before the beginning of your session.**

The room attendant will agree with the panel coordinator how to manage the time within the panel. If the room attendant indicates that you are coming to the end of your allocated time, please try to stop your presentations to ensure the programme can run to schedule.

## Equipment

The following equipment will be provided:

- Laptop
- Projector
- Projector screen
- Speakers
- Presentation clicker
- Lectern microphone
- Lapel microphone

The screen size for your presentation is 4:3.

## Wi-Fi

Although free Wi-Fi is available throughout the conference venue, the connection cannot be guaranteed; please try not to rely on it for the content of your presentation.

## Assistance

There will be an attendant available in the plenary room at all times and an AV technician available on call. If you require any assistance, please do not hesitate to contact the room attendant and she will contact the AV technician if necessary.