

Guidelines for Workshop presentations

How to prepare and bring your presentation

Presenters will not be allowed to connect their own laptops or devices so please make sure you bring your presentation on a USB stick (unless this has been already negotiated with the ALTE Secretariat). PowerPoint 2013 will be loaded onto each of the laptops. Please ensure your presentation is compatible with this software.

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.

Please remember that, as a workshop, your presentation should include activities that encourage interaction and discussion with/among the participants. Delegates attending these sessions will be expecting a more dynamic and hands-on session than just listening to a presentation.

Please note that **we cannot provide printouts of presentation slides or handouts**, so make sure to bring any printed materials that you may need during your presentation. If you are presenting in the Plenary Room please plan for at least 100 copies of any materials. If you are presenting in the Grace Room, please plan for 50 copies. You may want to bring fewer copies and ask participants to look at the materials in groups.

On the day of your presentation

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 will also need to have your lapel microphone fitted during this break to ensure a smooth transition to your presentation. 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 be timing the presentation and will indicate when you are coming to the end of your allocated time. Presenters are required to stop their presentation when indicated by the attendant to ensure presentations run to schedule.

Equipment

The screen size for your presentation is 4:3.

The following equipment will be provided for presentations in the Plenary Room:

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

The following equipment will be provided for presentations in the Grace Room:

- Laptop
- Projector
- Projector screen
- Speakers
- Presentation clicker

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.