

Guidelines for presenters (issue 07 March)

1. Oral Presentations

Important information

Each oral presentation has an allocation of 20 minutes, inclusive of 5 minutes for questions, discussion and change over.

The official language of the Symposium is English. The program indicates lecture room and time-slot for each contribution.

As baseline, presentations from personal laptops are not allowed, to ensure a smooth programme running and to minimise transition time between presentations.

Presentation upload before the start of the Symposium

Presentations can be uploaded on the Symposium Website:

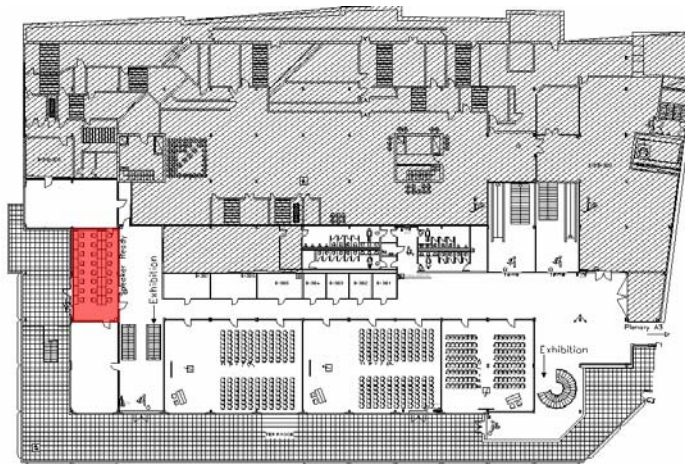
www.esa.int/envisatsymposium (link Guidelines and Upload) using the code and password received on abstract submission (contact the ENVISAT Symposium Secretariat – esa.conference.bureau@esa.int if you have lost it).

The maximum file upload size is 25Mb. Bigger files can be uploaded directly at the Symposium.

Please note: if possible, use the following convention to name the presentation: abstract_code_date of upload (e.g. 112745_24032007), so as to enable easy identification of the last version.

Presentation upload at the Symposium

Presenters are invited to upload their final presentation no later than 2 hours before the start of the relevant session in the **Presentation Upload Room**, located one floor below the main entrance and the Exhibition area. The room will be always open from 8:10 to 19:00.



The following schedule indicates the latest available timeslot for uploading presentations:

18.00-18.30 (poster session)	For presentations on the following day between 8.40-10.20
8.10-8.40	For presentations between 10.50-12.30
10.20-10.50 (coffee break)	For presentations between 14.00-15.40
12.30-13.00 (lunch break)	For presentations between 16.10-17.50

Data can be downloaded from a CD-Rom or an USB pen.

Please note: before proceeding to the upload, ensure you know the code and name of the session where the presentation shall be uploaded (e.g. 4F1 Glacier & Ice Sheet Mass Balance). This information can be found on the programme overview.

Checking and modifying an uploaded presentation

Presenters can check, edit and modify their presentation file from the PCs located in the **Presentation Upload room**.

Please note: no modifications can be performed later than 30 minutes before the session begins

Before the session begins

Presenters are invited to contact their chairmen or their session's secretary at least **30 minutes before the session begins**. The chairmen and secretary will be available in the room where the session has to start 30 minutes before the session begins.

Please refer to the program to know in which room the session will be held and who are the chairs and the secretary of the session.

Technical information and hints

- Session rooms are equipped with one Desktop Computer and connected video-projector.
- Operating system of the computers is Windows XP and Office XP.
- Computers will have Adobe Acrobat Reader and PowerPoint Version 2003 installed
- Use of standard True Type fonts is suggested for PowerPoint presentations.
- In the case PowerPoint contains videos, please ensure that both files (Power Point and video – MPG AVI) are in the same folder.
- Presenters are advised, well in advance of the start of the session, to check their presentation in the **Presentation Upload room**.
- The possibility to present from PCs other than the session room PC is not foreseen.

2. Poster Presentations

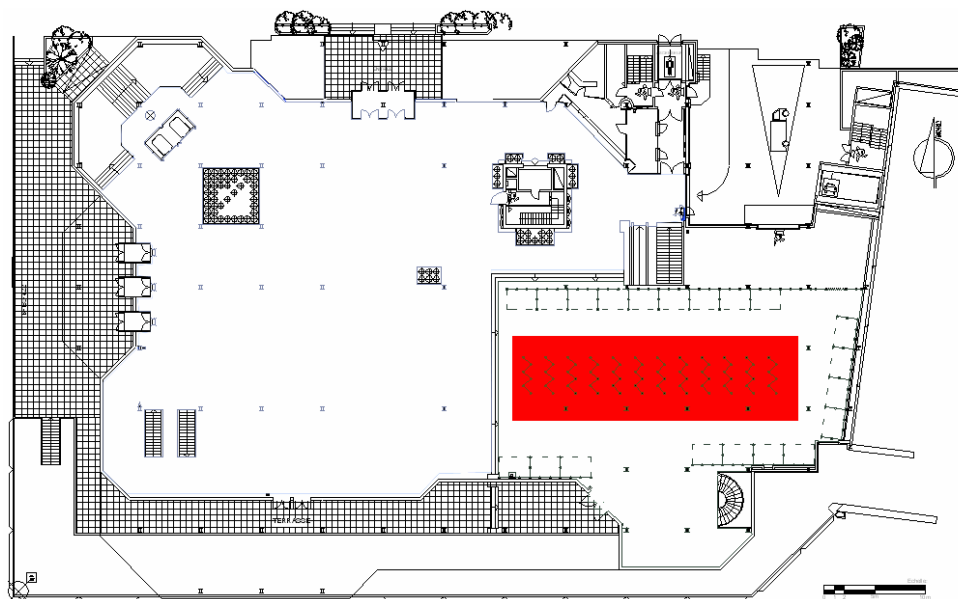
Important information

Posters will be on display all day of the relevant Oral Session¹ in the **Poster Area**, located close to the main entrance.

The formal Poster Session **will be held daily from 18.00 to 19.30** in the **Poster Area**, where a drink will be offered to all the attendees, to make the session also a social event.

Coffee breaks will be served close to the **Poster Area** so as to offer an additional opportunity for poster viewing.

Poster authors are therefore requested to be on stand-by close to their posters during the Poster session and eventually the coffee breaks.



Mounting a poster

Each poster board will have an id, corresponding to the code assigned to the abstract, as specified in the program.

To enable the posters to be on display as long as possible, presenters are advised to mount their poster during the timeslot 08:10 – 08:40 (before the start of the sessions).

All the material necessary for fixing the poster to the poster board (double sided scotch) will be available in the **Poster Area**.

Dismounting a poster

Posters shall be removed by the presenters immediately after the end of poster session, during the timeslot 19:30-20:00.

All posters not removed by 20:00 will be taken down by the conference staff, marked by the day and poster id and kept in a storage room until the morning of April 27.

Technical information

Poster boards are 95 cm wide and 2.45 m. high.

¹ No poster session is foreseen for Friday 27 April: posters related to sessions on such day will be on display the day before