

Instructions for Speakers and Session Chairs

Speaker instructions

- Please arrive at the conference room 15 minutes before your session starts and report your presence to the Session Chairs.
- Bring the presentation on a USB stick. The student volunteer in charge of the room will assist in uploading the presentation, either before the session starts or in one of the breaks.
- Please make sure the presentation is in a commonly used and compatible format. Prepare the presentation preferably using PowerPoint version 2016, 2013 or 2010 (although versions 2007/2003 are also supported).
- If you prefer to bring your own laptop, the student volunteer will help you connect it either at the podium or at the teacher's desk (HDMI or VGA).
- Each presentation is allocated 30 minutes: 20-25 minutes to present and 5-10 minutes of discussion. Please do not exceed the allotted time.
- Please be aware that members of the audience may want to live tweet and/or take photographs to post on social media of you and your presentation. Advise your Session Chair if you do NOT want to participate in this.

Session Chair instructions

The chair and/or co-chair are expected to:

- Arrive at the conference room at least 15 minutes before the session starts.
- Ensure together with the student volunteer in charge of the room that the presenters have no technical problem to connect their computers and use the screen.

- Encourage the audience to seat themselves close to the front of the room. If the room is approaching full, point out empty seats to those still standing.
- Start the session on time.
- Introduce yourself to the audience.
- Ask people to set all cell phones on silent.
- At the beginning of each talk, recall its total duration (30 minutes, including questions and answers), and introduce the speaker.
- Make sure the speaker uses a microphone if necessary.
- Inform the audience if the speaker does not allow photographs to be taken of the presentation and/or information to be posted on social media.
- Encourage discussion and moderate the question period. Consider preparing a question to get discussion started. Make sure questions can be heard and understood, repeating them if necessary. Please ensure that all presenters are treated with professional courtesy.
- Comply with the timing by notifying the presenter before the end of their time slot (use the coloured cards with times marked on them—5 mins, 1 min and STOP—provided in each room). If a speaker does not leave time for questions, please proceed immediately to the next lecture, without Q&A.
- Make sure that the audience uses a microphone at the Q&A.
- Notify the student volunteer immediately of AV equipment problems.
- After all the speakers have presented their papers, thank them and the audience, and close the session.

Conference rooms

- Each room is staffed by one or more student volunteers who are familiar with the room and its equipment, and will stand by with microphones for the audience.
- The student volunteer is responsible for unlocking the rooms, logging on to the computer and starting the projector before every session.
- All rooms are equipped with microphones for the speakers (in the form of a headset and a stationary microphone at the AV-podium) as well as a hand-held microphone for the audience.

- All rooms are equipped with projectors with widescreen proportions (16:9 or 16:10).
- All rooms are equipped with a conference package including a copy of the programme, abstracts, and coloured cards with times marked on them—5 mins, 1 min and STOP.

LUX C121

Building: C, on the first floor

Type: Auditorium

Seats: 91

Equipment: AV-podium, CD/DVD/Blu-ray (stand-alone), Computer (Windows), VGA and HDMI-connections for laptop, Document camera, Speakers, Audio induction loop, Sound system, Teacher's desk, Blackout curtain, Two projector screens, Two projectors (16:10 widescreen proportions and 1280x800 resolution), Whiteboard.

LUX C126

Building: C, on the first floor

Type: Auditorium

Seats: 91

Equipment: AV-podium, CD/DVD/Blu-ray (stand-alone), Computer (Windows), VGA and HDMI-connections for laptop, Document camera, Speakers, Audio induction loop, Sound system, Teacher's desk, Blackout curtain, Two projector screens, Two projectors (16:9 widescreen proportions and 1920x1080 resolution), Whiteboard.

LUX B152

Building: B, on the first floor

Type: Lecture hall

Seats: 66

Equipment: AV-podium, CD/DVD/Blu-ray (stand-alone), Computer (Windows), VGA and HDMI-connections for laptop, Document camera, Speakers, Sound system, Teacher's desk, Blackout curtain, Projector screen, Projector (16:10 widescreen proportion and 1280x800 resolution)