

SUMMARY OF PRESENTER INSTRUCTIONS

	Long Paper	Short Paper	Poster/Demo	Doctoral Consortium
Allotted Time	Total time = 30 min Presentation: 20 min Q&A: 10 min	Total time = 15 min Presentation: 10 min + Q&A: 5 min	Posters displayed throughout conference. Poster Boaster on Thursday 1700-1730h Poster Presentation 1 hr (1730-1830h)	Total time = 30 min Presentation: 20 min Q&A: 10 min
				Posters displayed throughout conference. Poster Boaster on Thursday 1700-1730h Poster Presentation 1 hr (1730-1830h)
Preparation	Please copy your presentation to the conference laptop computer (e.g. via USB memory stick) before your presentation slot. See Ronish Joyekurun (ronishj@gmail.com) who will help you copy the files to the laptop.	Please copy your presentation to the conference laptop computer (e.g. via USB memory stick) before your presentation slot. See Ronish Joyekurun (ronishj@gmail.com) who will help you copy the files to the laptop.	Poster Boaster – please email Elilsa Rubegni (rubegni@media.unisi.it) your ONE slide PowerPoint presentation. by 24 Aug 2007.	Poster Boaster – please email Elilsa Rubegni (rubegni@media.unisi.it) your ONE slide PowerPoint presentation. by 24 Aug 2007.
Data format recommended	Microsoft PowerPoint, or Adobe Acrobat	Microsoft PowerPoint, or Adobe Acrobat	Poster: Up to A1 size in portrait orientation Poster booster: PowerPoint	Microsoft PowerPoint, or Adobe Acrobat Poster: Up to A1 size in portrait orientation Poster booster: PowerPoint
Presenter bio for introductions	Please submit a short (40-50 word) description of how you would like to be introduced, to Bob Fields (b.fields@mdx.ac.uk) by 24 Aug 2007, stating your name, paper title, session.	Please submit a short (40-50 word) description of how you would like to be introduced, to Bob Fields (b.fields@mdx.ac.uk) by 24 Aug 2007, stating your name, paper title, session		
Session Management	Please report to session chair 5 min before session. Session chair will advise you when you have 5 min left in your presentation.	Please report to session chair 5 min before session. Session chair will advise you when you have 5 min left in your presentation.		