

Instructions for oral presentations at ECHE 2010 conference

Please inform the organisers immediately in case you for some reason are NOT able to present the oral presentation at ECHE 2010 conference.

Each oral presentation should last twelve (12) minutes, following which there will be three (3) minutes for questions. Speakers are asked to adhere strictly to these time constraints. The chairperson may interrupt the talk if you overrun your allotted time.

All speakers must report to the Speaker Room (Room 29) not later than three (3) hours prior to the start of the session in which you are presenting (or preferably during the previous day especially for the morning sessions). An exception to this arrangement is for presentations scheduled in the **Ball Room** and **Chydenius Rooms**, these are both in the Ostrobothnia building (Botta) located approx. 300 meters away. Presentations scheduled in the Ostrobothnia building should be delivered directly to these two rooms, as early as possible, but prior to the start of the session. This will enable us to load your PowerPoint presentation to the correct session folder. Only single projection using Microsoft PowerPoint will be available. Apple computers, slide projectors or overhead projectors are **not** available.

Fifteen minutes before the start of their session, all speakers are encouraged to sit in the front row of the session room close to the speaker podium and to introduce themselves to the session chair and to the Conference Assistant on duty. Session chairs should be present in the room in good time to meet all presenters. This will allow the session chairman to introduce you properly to the audience and the assistant to familiarize you with the audiovisual equipment available in the session room.

FILE FORMATS:

The organisers will provide equipment to support Microsoft PowerPoint presentations. The use of other formats may be able to be accommodated, but presenters should confirm this well in advance of their presentation. All video/data projectors (beamers) at the congress venue should be able to faithfully reproduce a resolution of 1024 x 768 pixels. Please ensure you only use standard Windows fonts.

Please save your PowerPoint presentation on your storage medium (e.g., USB memory stick or CD-ROM) with your surname, date, time and room of presentation in the following format: **Room Day Time Surname.ppt**

Thus, if the **Room** of your presentation is, e.g., **Helsinki Hall**; the **Day** it is scheduled for is, e.g., **Friday**; the **starting Time** of your session is, e.g., **0830**; and **Surname** is, e.g., **Smith** –then the appropriate filename would be as follows:

Helsinki Hall Friday 0830 Smith.ppt

Adhering to this will help to ensure your presentation is available when needed and should prevent confusion when loading the presentation files on the main computer and further to the computer in the session room.

The **Day**, **Time** and **Room** of your presentation can be found from the final program, which is available, e.g., via <http://eche2010.abstractbook.org>. Should you have any questions related to your oral presentation, please do not hesitate to contact the ECHE 2010 congress secretariat CONGREX via eche2010@congrex.fi.

We look forward to welcoming you to Helsinki soon.

ECHE 2010 Scientific Committee