



GUIDELINES FOR CHAIRS AND PRESENTERS

Chair

Presentations will be kept strictly to time to allow delegates to move between parallel sessions.

All oral presenters should meet their session chair in the Lecture Hall where they are scheduled before the session starts.

Speaker

Length of lectures (including discussion):

40 min for Invited Lectures, and 20 min for Oral Communications.

PC and Mac laptop computers equipped with digital video projector will be available.

To avoid technical problems, organizers recommend preparing your presentation in MS PowerPoint: MS Windows 2007 or Mac OSX 2008.

It might be also helpful to bring a PDF version of your presentation.

Alternatively, personal laptop computers may be used, but the compatibility with the LCD projector must be checked before the session begins.

The presentations will be uploaded from a CD-ROM or memory stick by the organizers during the breaks or day prior to your presentation. Embedded or separate video files should be checked before the session begins. Alternatively, you can e-mail your presentation to the Conference Chair (ballivet@u-bourgogne.fr).

Please ensure that each slide is clear and does not contain too much information. A white background is preferred.

Poster

General. Posters should be designed to the standard A0 format (portrait): 84 cm wide by 118 cm height (33" by 47"), and brought to the Conference.

Material for attaching the posters will be supplied by the organizers.

All poster boards will have a number. Please display your poster on the board showing the number you have been given at the registration desk.

Poster display time. All posters may be presented throughout ICCDU XI, i.e. from June 27-30, 2011. Posters not removed at the end of the Conference will be destroyed.

Authors are requested to stay near their poster during the poster sessions in order to discuss their work with delegates.

Poster preparation. The title of the presentation, authors name, affiliation, e-mail address are to be indicated on the top section of the poster. Please, underline the name of the presenting author.

Posters should be self-explanatory. It is recommended that illustrations form the main focus with text limited to essential points.

Posters should concisely communicate results, and should include an introduction and conclusion in order to give a clear understanding of the work.