

## GUIDELINES TO PRESENTERS

Presenters are requested to keep within the time limits. For general sessions, presentations will not be allowed to exceed the allotted 30 minutes. It is greatly advised that speakers and chairs allow ample time for question time, 10 minutes is the desirable time. Plenary talks will take 45-50 minutes allowing 10 minutes for questions. Also, workshop organizers may have made different time allocations, and speakers in workshops are requested to follow the organizers' instructions, if different.

Session chairs will ensure that talks start promptly and that the time allocations are strictly respected. It is important that presenters will not exceed their allocated time, so that the smooth running of the symposium is ensured

### PRESENTATION FACILITIES

Each room will contain a data projector, a laptop installed with Microsoft 2003, and a white screen. Should you require other equipment for your presentation, please contact the symposium organisers in good time in advance of the event at: [symposium19@enl.auth.gr](mailto:symposium19@enl.auth.gr). If presenters plan to give a powerpoint presentation, we request that you bring your presentation on a USB key and **allow sufficient time before** your session to upload your talk onto the laptop. Please, locate the room of your talk (they all have names) and upload your talk onto the desktop of the laptop of that room. Early morning of the day of your presentation is a good time to do this. An even better time is late evening of the previous day. Make sure it works in good time. We are sorry that presenters **cannot** be allowed to exceed scheduled time slot in case of technical problems. We do not encourage use of your own laptop for your presentation due to disruption of programme this may cause.

**MACINTOSH USERS.** Colleagues wishing to use a Macintosh laptop for their presentation will need to ensure they have a 'dongle' in order to connect to the data projector as our Department does not support Macintosh laptop use during events. In any case, should you encounter any problems, apply to help-desk and our computer assistant will come to assist you.

**OHP:** should you require the use of an Overhead Projector, make sure that there is one in the room of your talk well in advance of your talk. In case there isn't one, please, apply to help-desk in good time, so that they provide one.

Each room will contain a Flip Chart with a pad and markers.

Wireless internet is provided in the area of the venue.

In case you need any other equipment, please let us know at [symposium19@enl.auth.gr](mailto:symposium19@enl.auth.gr), in good time and in advance of the event.

### PRINTING AND PHOTOCOPYING

We regret that there are no printing or photocopying facilities free of charge available to conference delegates in the symposium venue. Delegates are advised to prepare everything they require for their presentation prior to arriving at the symposium. However, copies can be ordered at the hotel (up to 50 copies at the price of 0.12€ per copy, or at 0.10 per page over this figure).

Delegates are requested to visit the announcement board outside the lecture rooms for latest information on various matters.