



INFORMATION FOR ICEE 2005 PRESENTERS

ORAL PRESENTATION GUIDELINES

The total time limit for a speaker is 15 minutes, of which 12 are assigned for presentation and 3 for discussion. All session rooms are equipped with a personal computer (Microsoft Windows 2000/XP operating system, PowerPoint 2000/XP program, CD-ROM, USB port) and data projector. If you need an overhead projector for transparencies please let us know at least one day in advance. There will be internet access (including wireless) during presentation.

If your presentation was sent by e-mail early enough to be placed on the conference CD-ROM, it will be put on the computer by the conference staff. Otherwise please provide the conference staff with your presentation (CD, USB) at least 20 minutes before your session. Please report to the session Chairperson 10 minutes before the session.

POSTER PRESENTATION GUIDELINES

The authors will be provided with stands for A0 posters (108cm × 78cm), portrait orientation. The posters should be printed in advance. Please, make your presentation interesting and legible from distance – use large fonts, include graphs and figures. Assemble the display about an hour before the poster session opens. Be present till the end of the session in order to answer questions and exchange ideas.