

EAC 2017

EUROPEAN AEROSOL CONFERENCE

August 27 – September 1, 2017 | University of Zurich, Switzerland

Instructions for Oral Presenters

Presentation format:

A *total time of 20 minutes* has been allocated for regular talks, 15 minutes for presentation and 5 minutes for discussion. In view of five or six sessions held in parallel and the audience possibly changing from one location to another, the 20-minute schedule will be observed very precisely.

The lecture halls are equipped with Apple computers (MAC OSX) with Apple iWork 09 (Keynote), MS Office 2016 (PowerPoint) and Acrobat Reader DC 2015 (PDF) installed. The beamer format is 16:9 (presentations in traditional 4:3 format will work too, while not benefiting from the maximum possible screen area).

Speakers are requested to be present at their oral session at least 5 minutes before it starts and identify themselves to the session chair. Backup speakers are requested to contact the session chair in due time in order to find out whether or not the back-up talk is required.

Presentation upload:

Please hand in your presentation (Powerpoint, Keynote or PDF) on USB-stick one day before your talk at the “Speaker Ready Room” (next to registration desk). You can briefly browse through your slides to make sure everything is displayed correctly. Your presentation will then be transferred to the computer in the lecture hall where your session will take place. Please note that for organizational reasons, you *may not use your own notebook* for presentation. Alternatively, you can upload your presentation via web interface or FTP as described below (however, online previewing is not possible nor will there be any confirmation of successful upload).

Opening hours speakers ready room:

Sunday, 27.8:	17:00 – 19:00
Monday, 28.8:	08:00 – 18:00
Tuesday, 29.8:	08:00 – 18:00
Wednesday, 30.8:	08:00 – 13:00
Thursday, 31.8:	08:00 – 18:00
Friday, 1.9:	08:00 – 10:00

Presentation upload via web interface:

It is possible to upload the presentation via web interface or using an FTP client prior to showing up at the speaker ready room. Note, online previewing is not possible. Thus, it is still required to briefly call at the “Speaker Ready Room” to ensure that the presentation is ready. Step-by-step instructions for uploading via web interface have been sent to all speakers via email.

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Instructions for Poster Presenters

Poster format:

The area available for displaying posters is in portrait format with dimensions 90 cm x 150 cm (width x height), i.e. DIN A0 readily fits on it.

Poster display times:

All posters for the MONDAY and TUESDAY poster sessions (i.e. Part I & II) must be displayed by Monday noon. These posters should be taken down on Tuesday after the poster session part II.

All posters for the THURSDAY poster session (i.e. Part III) must be displayed starting from the coffee break on Wednesday morning. These posters should be taken down by Friday noon.

Do not bring any own fixing material, as the tape provided by the Organiser must be used.

Best poster awards:

The EAA and RSC will award the best posters at the conference. Please refer to the Poster Awards page on the conference website for instructions on the application procedure.