

# Presentation guidelines TAP and S&E 2023

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## Oral presentations

Presenters are kindly requested **to observe the time allotted to their presentations**, to ensure the smooth running of the conference programme.

- For the TAP sessions of the conference (Monday and Tuesday) **20 minutes is allocated for oral presentations of, plus 4 minutes of discussion time.**
- For the Joint and S&E sessions (Wednesday and Thursday) **14 minutes is allocated for oral presentations, plus 3 minutes of discussion time.**

Authors are requested to be present at the session hall at least **10 minutes before the scheduled opening time**. For first morning sessions, presenters should be present 10 min before the start of the programme, to meet the chairs and converse on the session flow.

### Update:

Presentation files shall be in **PowerPoint or PDF format, format of the screen is 16:9**. The files will be uploaded to the presentation computers prior to the respective conference block.

We have a busy program, to ensure a smooth flow of the conference all presentations shall be **uploaded by presenters to organisers' SharePoint before the conference**. All presenting authors will receive an e-mail with a Dropbox file request and a separate e-mail with password. **Name your presentation file with its identification code (see the Final Program) and presenter's family name** (e.g. TAP-04-5\_Sjödin, JS-10-1\_Ntziachristos, #1-keynote\_Dahdah). Presentations for the **TAP sessions** shall be uploaded **the 22<sup>nd</sup> September 16:00 CET** latest, for the **Joint and S&E sessions the 25<sup>th</sup> September** latest.

*Presenters in the Joint and S&E sessions have also received link to a SharePoint. Since the SharePoint upload is causing problems to many users we have changed to Dropbox, the SharePoint link still can be used. Would you still experience problems with the upload, presentations smaller than 20 MB can be sent to the conference e-mail address [tapase@ivl.se](mailto:tapase@ivl.se), for larger files please contact us for an alternative solution.*

Any late changes in presentations should be solved **at the Speakers desk at least 15 min ahead of the beginning** of the respective morning or afternoon block of the programme.

### Virtual presentations

Since we do not have any online participants, **the online part has been cancelled.**

## Poster presentations

### Preparing your poster

**Poster presenters must provide printed versions of their posters.**

Preferred poster size is standard A0 (120cm x 84cm) size and posters should be oriented vertically. Posters will be mounted on the boards available in the designated Poster Area. All poster boards will be labeled by their respective poster numbers. See conference program for poster number.

Since we do not have any online participants, **you do not need to send an electronic version of your poster.**

### Poster pitch presentations

Each poster presenter will be given a **1-minute** slot for poster pitch presentation. For this the presenter should prepare **one slide**. The poster-pitch slides for each poster session will be merged into a single presentation, all poster presenters are therefore asked to send their poster-pitch slides to [tapase@ivl.se](mailto:tapase@ivl.se) before the conference starts.

Please follow these instructions:

- **1 slide, ppt or pdf format, no animations**
- **Send the file by e-mail before September 21 to [tapase@ivl.se](mailto:tapase@ivl.se).** Mark the 'Subject' of your e-mail with name of your poster session, number of the poster (see conference programme for number) and name of the first author.

For the poster pitch presentation authors are requested **to be present at the session hall at least 10 minutes before the scheduled beginning to meet the chairs and arrange for the session flow.** All presenters will line

to give their 1-min presentation on the stage with support of the poster-pitch slide. The session chair will be switching the slides and introducing the presenters.

### Presenting your poster

Presenters will be asked to be next to their posters during the poster sessions to present them to the conference participants.

## Language

The official language of TAP&SE Conference is English.