

Presentation guidelines TAP and S&E 2023

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. Presentations should be delivered to the Speakers desk at least 15 min ahead of the beginning of the respective morning or afternoon block of the programme.

Virtual presentations

Authors who will present virtually will be asked to turn on their microphone and camera and share their screen when it is their turn to present. When preparing your presentation, you are advised to opt for a larger font size and clearer picture than you would use to present on site. You do not need to send the presentation file beforehand.

There will be a rehearsal event where you will be able to test your presentation and familiarize yourself with the virtual platform. The exact dates and times will be announced by e-mail.

You can choose to send a recorded presentation as a backup option in case you have internet/computer problems on the day of presentation. In such case, record your presentation, upload it to a file sharing service (such as WeTransfer) and send it to tapase@ivl.se. In case connection problems in time of your presentation we will play the presentation for

you. Please make sure to make a video of 720p quality, and no longer than 20 min for TAP sessions and 14 min for Joint and SE sessions.

Below are some useful tips you may want to pay attention to when presenting in front of a camera:

- Use a soft light source from the front. Cameras capture better-looking video when there is a good light source. Try to avoid locations with low light or too much backlighting.
- Mind your webcam placement. Some camera angles can exaggerate your facial features and distort your appearance. Make sure that the camera lens sits at or above eye level, no higher than your hairline.
- Use a USB microphone. Even a low-cost microphone offers better audio quality than a laptop's built-in mic.
- When broadcasting live, avoid using wireless internet and ask everyone who shares the connection to not use the bandwidth at the time of your presentation.
- Mind your surroundings and inform people not to enter the recording room.

Poster presentations

Preparing your poster

Poster presenters must provide printed versions of their posters. Posters should be standard A0 (120cm x 84cm) size and 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.

In addition, all poster presenters will need to provide an electronic version of their posters. A pdf file of the poster will be uploaded to the online platform for the virtual attendees to access. The e-Poster file should have a maximum size of 8 MB and display the poster as if printed for in-person presentation. We suggest using:

- Relatively large fonts
- Minimum resolution of 150 dpi

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 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. 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 15 minutes before the scheduled beginning to meet the chairs and arrange for the session flow. All presenters will line up 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.