

Guidelines for presenting authors



Oral presentations

1) Length of presentation

The allotted time for oral presentation is 20 minutes (15 minutes to present; 5 minutes for Q & A/intermediate time). Please keep the time. The session chair will give you a reminder 2 minutes before your time is up.

2) Slides

Authors wishing to project slides directly from PowerPoint must provide a copy of their presentation so that it can be preloaded onto a conference laptop. We will provide the computer, projection equipment, audio equipment, and laser pointer. You can submit your file in .ppt or .pptx format (along with any supporting audio/video files) in one of the following ways:

- (1) Via e-mail to environment2011@dmu.dk **no later than October 3th** (make sure that audio and videofiles are zipped before emailing for size considerations).
- (2) On a USB key or CD on site during the conference to a student helper in the room where your presentation is scheduled.

3) File names

Files must be named in the following manner:

- Kronvang.ppt
- Kronvang_slide2_video.wmv
- Kronvang_slide7_video.wmv

4) Before the session

Please meet with the Session chair in the room where your session is scheduled no later than 15 minutes before the session starts. Make sure your presentation and the associated video and audio files are loaded onto the computer.

Posters

1) Poster boards

Each contributor will be allocated a poster board with the dimensions 150 cm wide and 120 cm tall. Numbered poster boards with pins are located in the conference hall on the 2nd floor.

2) Putting up your poster

Your poster has been assigned a unique number in the programme. Please make sure your poster is on display on the board holding your number before the poster session at 16.45. You will have access to the poster board from 9am.

3) Poster session

The poster session is scheduled from 16.45 to 18.15 on October 5th. We suggest that you are available for questions and discussion near your poster during that period.

All authors

1) Feedback/questions

In case of problems or questions before or during the conference, please contact the conference secretariat through the conference registration desk or via e-mail: environment2011@dmu.dk or via phone at +45 3018 3121