



PARALLEL SESSIONS

Instructions

Parallel presentations are limited to 15 minutes in total, including discussion. The large number of parallel sessions makes it essential that speakers and session chairs cooperate to keep the session timing accurate and synchronized. The responsibility for a smooth, technically trouble-free presentation ultimately rests with the presenter.

Notes to speakers

1. Please arrive 10 minutes prior to the start of the session and introduce yourself to the chair.
2. Each presentation room is equipped with a projector, screen, microphone and pointer. Speakers planning to use the projector must provide their own laptop computer. A laptop switch will be available, so you can connect your laptop before the session starts.
3. Please test your laptop and presentation prior to the session
4. Please take some time to carefully introduce the topic of your talk. The audience consists of a mixture of biologist and physicists, who may not be fully aware of the latest developments in your particular field, be it from a biological or physical point of view.
5. Use the lapel microphone properly. The microphone should be placed no more than 15 cm below your chin (often, reported microphone 'problems' are merely a matter of having the lapel microphone placed too far from the speaker's mouth or to the wrong side when the speaker is alternately facing the audience and the screen).
6. Be prepared to stop when signalled by the session chair to do so.
7. Return the presentation audio-visuals to the technical assistance present in the room at the end of your session.