

Instructions for Speakers and Session Chairs

Oral presentations

Please attend the session room at least 5 minutes before the session starts.

- Speakers will have 25 minutes for the whole presentation, including questions.
- Speakers will have at their disposal:
 - A computer projector;
 - A desktop computer plugged to the beamer, with Acrobat Reader and Libre Office installed (pdf format is preferred);
 - A member of the local organization to help solving any hardware or logistic problem that may arise.
- Please bring an USB stick with your slides before the start of your session.
- We recommend to use PDF slides, in order to avoid issues with missing fonts etc.
- If necessary, presenters may use their own laptops for the presentation. In this case, please check whether your laptop works with the beamer before your session starts and have an USB stick with your slides ready, in case it does not.
- If you are a speaker and have any requirement not cited here, please let us now! (roman@icis.pcz.pl)

Session Chairs

Please attend the session room 10 minutes before the session starts.

- Please plan with your Speakers how to introduce them to the audience, and remind them of the time limits for the presentations.
- Please note that the session time schedule has to be strictly adhered to. Please enforce strict time limits: 25 minutes for the whole presentation, including questions.
- Presentations should start at the times originally scheduled, as indicated in the conference program. In case a presentation does not take place (e.g., the speaker does not show up), please do not shift forward the remaining talks.