

## GUIDELINES FOR POSTER PRESENTATIONS

The required size for the poster is a maximum of 70 cm x 100 cm in portrait format. The poster must be submitted to the conference registration booth upon your arrival and no later than 9:00 AM on the day of the poster session.

## PRESENTER GUIDELINES

### *Before the conference / session:*

- All university rooms are equipped with a "podium" and USB stick readers. Thus, speakers have to...
  - ...save their presentation in PDF format (functionality for other file formats cannot be guaranteed)
  - ...download the PDF file to a USB stick.Do not include links in the presentations that need internet connection (e.g., links to websites) or browser/video support (e.g., locally stored HTML pages or videos). The podium is not connected to the Internet and does not have browser/video support.
- We recommend that speakers reach the room where their presentation is to take place at least 15 minutes before the start of the session.
- Conference assistants will be on site to assist you in inserting the USB sticks into the podium stick readers and running the presentation.
- Full papers do not have to be submitted before the conference.

### *During the session:*

- Depending on how long your session lasts (60 or 90 minutes) and how many presentations are planned in your session (see [conference program](#)), we ask all presenters to adapt the length of their presentation to the respective session so that...
  - ...all speakers have the same amount of time to present their topic
  - ...there is time for questions and contributions from the audience after your talk (Q&A).
  - Examples:
    - 60-minute sessions with 3 presentations: the total duration of your presentation should not exceed 20 minutes (about 15 minutes for your talk and about 5 minutes for Q&A)
    - 60-minute sessions with 4 presentations: the total duration of your presentation should not exceed 15 minutes (about 10 minutes for your talk and about 5 minutes for Q&A)
    - 90-minute sessions with 4 presentations: the total duration of your presentation should not exceed 22 minutes (about 18 minutes for your talk and about 5 minutes for Q&A)
    - 90-minute sessions with 5 presentations: the total duration of your presentation should not exceed 18 minutes (about 12 minutes for your talk and about 5 minutes for Q&A).

- If you want to divide the time between talk and Q&A differently, please make sure that at least the total time of your presentation is not exceeded.
  - If your session is longer or shorter than the examples given, please adapt the duration of your presentation to the circumstances yourself.
- The moderator will announce your presentation but will not introduce you, please be prepared to introduce yourself at the beginning of your presentation.

## SESSION CHAIR GUIDELINES

### *Before the conference / session:*

- Session chairs can contact the presenting authors of their session to coordinate the organization of the session. In the conference management system a button labeled “View session, presenter contact details and registration status” is available for all session chairs and coordinators. The abstracts and the e-mail address can be viewed there. The column “Registration status” displays whether the author has registered (with the same email address they used in the abstract system). Contacting the presenters is only permitted for organizing the session. Contacting the presenters for other purposes, such as marketing or positioning a brand or organization, is not permitted.
- Review the [Moderator Script](#) and be prepared to follow it for your session.
- It is expected to be in the room at least 15 minutes before the start of the session you are chairing.

### *During the session:*

- Please begin the session at the start time stated in the [conference program](#). Please use the Moderator Script.
- The ESRA conference assistant will help the presenters uploading their presentations when it is their turn to present.
- Please have a stopwatch or some other method of keeping track of the time for the session presentations and Q&A.
- The time presenters have for their talk and Q&A is given in the [Presenter Guidelines](#):
  - If the presenter completes the presentation before the time is up, you may have more time to ask attendees questions for the presenter to answer.
  - Be sure to keep track of the time so as not to exceed the total time of the presentation. After this time, move on to the next presentation.
  - Give the presenter a five-minute and one-minute notice before speaking time is up and ask them to come to the end of the presentation. Once the time is up, please take the floor again.
- Monitor the time remaining in the session. If there are still a few minutes left and questions remain unanswered, announce that there is still time for more questions.
- End the meeting on time.