Platform presentation Guidelines

- PowerPoint or PDF presentations are the only accepted formats for the platform presentations.
- The electronic projection equipment provided in each room will include a computer equipped with Windows 7 and PowerPoint 2013. It is highly recommended if you are a Macintosh user to test your presentation on a PC to verify it converts to WINDOWS format accurately. There will NOT be any MAC equipment available.
- Keep in mind that you have only 15 minutes including questions and answers for your platform presentation. We propose a 10 to 12 minutes talk in order to have time for discussions.
- The presentation should include a title slide, a slide stating the question or hypothesis to be addressed, and a slide describing the overall approach you used to address the question. A "methods" slide should be included but should never include the details of the method unless the purpose of the talk is to describe the method. The next several slides should present the results obtained, and a final slide should give the conclusions of the study.
- Lettering and numbering on your PowerPoint presentation must be readable from the back of the room. Text should not exceed 8 lines.
- Prepare your slides to communicate ideas, not details. Graphs are best used to convey trends, comparisons, and relationships. A table is quite often much too detailed for a slide presentation. A graph or photograph may better communicate your data.
- Use horizontal position (landscape) for all PowerPoint slides.
- We highly recommend a pre-meeting rehearsal by presenters to ensure that speakers finish within the allotted time and the take home message of the presentation is clear.

Presentations upload

- Presenting authors will receive an upload link 10 days prior the conference (18 June2015)
- Name your presentation according to the following rules: Session name-Surname_first name.ppt/pptx/pdf (example: Multiple stressors-Müller_Thomas.pptx)
- Upload your presentation latest 26 June 2015. You should also upload any movie or audio files that you want associated with the presentation.
- Preferably upload your presentation well before the meeting. At the meeting you can upload newer versions of your presentation, in case of last minute changes. Please, inform the staff at the registration desk, they will assist you with the upload if necessary.
- Please bring a backup of your Power Point presentation to the meeting on a USB Memory Device.

At the conference

- Be in the session room at least 10 minutes before the beginning of your session and introduce yourself to the Session Chair. Provide appropriate, concise biographical information to him/her for your introduction (status, institute you are working in, country of residence, country of birth).
- Stay on schedule. You have been allotted 15 minutes - including discussions – for your presentation. The Session Chair has been instructed to require all speakers to adhere to this limit. A general rule for the amount of slides to be presented is one per minute available presentation time.

Should circumstances prevent you from making your presentation and attending the meeting, you must notify the EDA-EMERGE management by sending an e-mail to stefanie.rotter@ufz.de