



Past Antarctic Ice Sheet Dynamics (PAIS) Conference

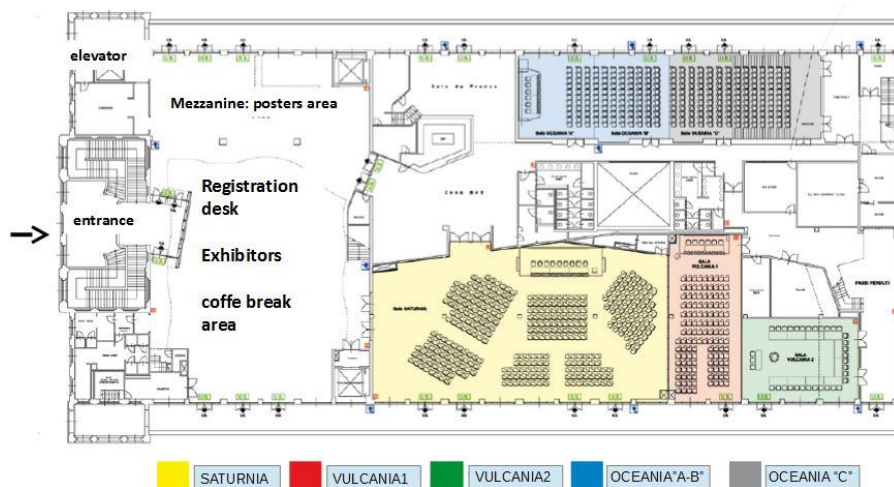
Trieste (Italy) 10th-15th September 2017

PRESENTATION FORMAT GUIDELINES

Lecture rooms

Oral presentations are scheduled in thematic sessions, and are all plenaries, in room *Saturnia* at the conference venue, Stazione Marittima. The program gives details for each session and the timings for presentations, which include discussion and change over.

Workshops from Monday to Friday will be held in the rooms **Saturnia, Oceania, Vulcania** at the conference venue, Stazione Marittima



The lecture rooms are equipped with a computer, a projector, a pointer, and one screen. A conference assistant will be present in the lecture room. He/she will help the chairperson and the speakers.

Speakers are kindly invited to:

- Strictly follow the conference official timetable.
- Present your contributions in 15 minutes, including questions and discussion.
- Arrive to your session in time to upload your slides

PC demonstration

The oral presentations are organized centrally. Therefore the authors are kindly asked to upload their presentations at the presentation upload desk, next to the registration desk, within 30 minutes prior to the actual time block of the session. Then our technical staff will take care of uploading the material to the respective lecture room. A lecture room assistant will be available for any help.

It is not allowed to use personal laptops for presentations. You may use your laptop for your presentation only during the workshops or the side meetings.

The following software will be installed on the lecture room computers:

- Windows 10;
- MS Office 2013 (Power Point, Word, Excel);
- Adobe Reader DC;
- Microsoft Edge
- Internet Explorer;
- Mozilla Firefox
- Windows Media Player;
- VLC Media Player;
- Adobe Flash Player.

Poster presentation

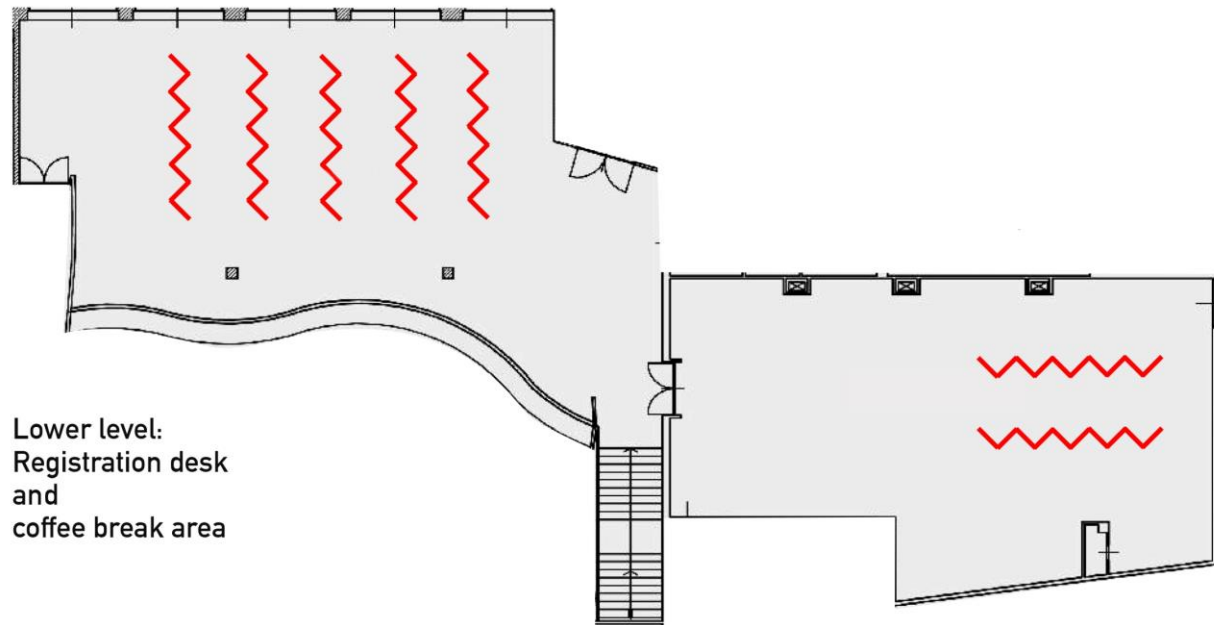
Posters should be 90 cm-120 cm in portrait configuration.

Posters will be allocated in the mezzanine above the registration desk.

Poster will be up all week, from Monday morning to Friday afternoon. Posters must be removed by the end of the conference, otherwise they will be removed by the conference personnel and may not be recoverable.

Poster title and authors will be displayed on each poster board. Material for hanging posters can be found at the registration desk and in the poster area.

Mezzanine above the registration desk where rows with double-sideboards for posters will be located



Lower level:
Registration desk
and
coffee break area

Oral summary of poster papers

Convenors or chairpersons may ask authors of (certain) poster papers from a session to provide, ad hoc, a short, (2–5 minutes) summary of their contribution (1–2 slides) in case a gap should occur in the oral session's time schedule and there is no stand-by paper available to fill in.