Preparing Your ISCHP2017 Presentation – Guide for Presenters

Oral presentations

Each presenter is given 15 minutes to present their slide show, and 5 minutes for discussion (in total 20 minutes).

Conference rooms are equipped with a laptop connected to the integrated video system. All presenters are asked to use this system for their presentation. Presenters will not be allowed to disconnect the session room laptop and connect any other computers to the video system. Thus, presenters are asked to prepare their presentations to be compatible with the system.

Computer system is Windows 7 with PowerPoint 2010 (.pptx , .ppsx), compatible with older format (.ppt , .pps). Please prepare your PPT or PDF files on a USB key for transfer to the session room laptop. We recommend presenters, especially those having developed their presentation on other systems like Apple or Linux platforms, take the time to check their presentation on venue laptops.

Presentations must be uploaded on the session laptop during the registration on Tuesday (26th) or Wednesday (27th) morning or during the breaks in good time before the starting hour of the session. ISCHP2017 conference staff will be there to help. Also inform ISCHP2017 conference staff if you want your presentation to be removed from the ISCHP2017 laptop at the end of the session.

Sessions will start on time; the respect of the time schedule is essential to the success of the conference. So, be sure to contribute to it with good preparation of your presentation. In case of any special needs, ask ISCHP2017 conference staff or send email to info@ischp2017.org for help.

The final version of the program will be updated one week before the event (see http://www.ischp2017.org/Program.html). You are free to use ISCHP2017 logos available on the website in your presentation.

Poster presentation

Each poster is presented as a slide show of maximum 2 slides (e.g., 1 title slide and 1 result slide) in the poster session on Tuesday afternoon (Sep 26th). You will be given 3 minutes for slide show and 2 minutes for questions, a total of 5 minutes. Your presentation must be uploaded on the session laptop during the break in good time before the starting hour of the session.

You can print your poster using a standard A0 format (1189 mm x 841 mm), which is the surface reserved on each panel for the poster. ISCHP2017 conference staff will be there to help you fixing your poster on the panel.

All posters will be installed in the smaller conference room, Haapa. On your arrival, please access the poster area and locate your panel. Please install the poster on Tuesday morning, before the lunch break, at most.