Guidelines for presentations at the ERNOP Conference

- Please note that the time you have for your paper is limited. You will not be able to present the entire paper. Focus on the key points in your presentation. *Please do not read your paper to the audience as if it is a lecture.*

- If you are using slides or another form of visual presentation, please design your presentation such that it is readable and attractive. As a rule of thumb, avoid using more than 5 'bullet points' on a single screen, and use a font size of at least 24 points. This also holds for tables with numbers. Avoid talking more than 1 minute about one screen. If it takes more than two minutes to discuss one screen, consider breaking it up into two or more screens. For illustrations, make sure the titles and legends are large enough to read.

- The moderator will keep the time and facilitate the discussion of the research presented. For each session, we have reserved 75 minutes. Sessions can have 3 or 4 papers presented. In case your session has 4 presentations scheduled, you will have 13 minutes for your presentation and about 5 for discussion. In case your session has 3 presentations scheduled, you will have 18 minutes for your presentation and 7 for discussion. Please verify your session in the conference program to see the number of papers scheduled. Moderators will be strict in time keeping.

- At the conference the moderator will show you flash cards indicating the time you have left (5 minutes, 3 minutes, 1 minute).

- Please practice to make sure your presentation does not exceed the time limit. Have a backup plan that allows you to skip the next-to-last slides and go quickly to the "conclusions" slide if you see the 1 minute card earlier than expected, despite your careful planning. Try out your presentation on your colleagues, preferably including a few who are not very familiar with the details of the work. They can provide feedback about the effectiveness of the talk.

- The session moderator will facilitate the discussion during the session.

- There is no limit to the length of your paper and you can choose to bring copies with you of the paper, handouts, or tables, but they are not required.

- A computer with a projector will be available in every room. You will need to bring your presentation on a memory stick in PowerPoint or some other Microsoft compatible program/format. Please come to the room in which you will present your paper 5 minutes before the session starts so that your presentation can be put on the desktop and check that it works properly.