Dear presenter at the ERNOP conference,

We are glad that you are presenting your paper at the 12th ERNOP conference in Heidelberg.

Please see the final program here.

Please contact your session moderator to confirm your presentation. You could also send some suggestions for questions about your paper that you would like to discuss with the audience.

You can find the contact information at this page:

https://ernop.eu/conference-papers-2025/

You can use the password: ERNOP@Heidelberg2025

Please do not share this password.

We would like to draw your attention to the following guidelines that will help you prepare.

- 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. In case there are 4 presentations scheduled, it implies that there will be 12 for your presentation, and about 5 for discussion. In case 3 presentations are scheduled, it implies that there will be 17 for your presentation and 7 for discussion. 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.

- 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.

Thank you for your interest and cooperation. We hope that you will find participation in the conference stimulating and rewarding and I look forward meeting you in Heidelberg!

Kind regards,

Barry Hoolwerf

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