



# Presenting Your Paper at the EDPE 2019 Conference

## INTRODUCTION

The EDPE 2019 Conference is organized in **plenary** (30 min.), **lecture** (20 min.), and **dialogue sessions** (90 min. duration). The lecture sessions will run two in parallel. A careful preparation to your presentation creates the basic assumption of your success at the conference. Good preparation for oral and dialogue presentations requires a lot of time and we recommend you not to underestimate this work.

## 1. PREPARATION TO ORAL PRESENTATION

### 1.1 Notes for speakers in oral sessions

The official conference language is English. i.e. all writings on the slides must be in English only. Good visual aids greatly enhance the value of your technical paper presentation. A PC with video projector will be to disposal. The Microsoft PowerPoint is recommended, eventually followed by video presentation. You can also use your own notebook.

### 1.2 Preparing your presentations

Try to prepare an interesting PowerPoint presentation that will help you to hold the audience attention during the presentation. Several practical tricks will help you:

1. Introductory slide: the title, author(s) name, institution and its address/contact.
2. The following slide (Outline) explains a brief summary of your presentation. Here you can present a general overview of the problem that is solved in your paper,
3. Lead-in slides in each part of the presentation may be used to present general ideas following by the slides of their clarification. Use 1–2 slides per minute of your presentation.
4. Formatting: for the slide title use letters of the size 32 pts. and for the text 28 (24) pts. (different sizes for main and secondary points). Recommended fonts for good reading: Verdana – Tahoma – Arial. Use a color of font that contrasts sharply with the background. Use color and/or bold/underline type to emphasize the idea.
5. Close-up slides may be used to emphasize specific points.
6. The final slide(s) should contain conclusions and recommendations for further work (if any).

To be sure that your presentation runs smoothly, it is recommended to run through it using the visual aids at least three times prior to the formal presentation.

To avoid any confusion at starting your presentation you can send (not compulsory) your ppt file in advance to the EDPE Conference Secretariat ([edpe@edpe.skmailto:](mailto:edpe@edpe.skmailto:)), till 15 September 2019 or upload it on a safety place on internet, so that in case of a need you can download it in the hotel.

In this case the name of the file should contain the paper ID code and surnames of the authors (e.g.: ID49\_Surname1-Surname2.ppt). Your file will be tested whether it runs correctly and will be recorded on the local PC in the conference room. To be sure bring also the file recorded on a storage medium in order to avoid any problems and deliver your file to the technician in the session during break before the session starts.

### 1.3 General recommendation at slides preparation

- Keep slides simple – both diagrams and equations.
- Always title your graphs.
- Use colors for emphasis, clarification, differentiation of points and thoughts, and to increase attractiveness of your presentation.
- Proof your slides for: spelling mistakes, the use of repeated words, grammatical errors, etc.

### 1.4 Your presentation at the conference

For lecture sessions there will be two rooms to disposal.

1. Fill in the Speaker's Data Form in advance for your introduction by the session chairman.
2. Meet your session chairman at the chairman's desk in your lecture hall during the coffee break before your session.
3. Hand your slides or a storage device with computer presentation to the technician in the session during the break (if not sent in advance) or test connection of your notebook to the projector.
4. Inspect the lecture hall and its facilities, ask the technician for brief instruction how to use the technical aids.
5. During your presentation speak slowly and clearly, so everybody will understand you as possible.

Total time reserved for your lecture presentation (not for a plenary one) is limited to 20 min. From this time there are about 2 min. for your introduction by the chairman, 12-15 minutes for presentation and the rest of time is for the discussion.

## 2. PREPARATION TO DIALOGUE SESSION

The dialogue sessions with poster presentations gives you a great opportunity to present your work and to exchange the ideas with other participants, esp. with these ones working in a similar field.

### 2.1 How to prepare your poster

All written materials for the posters must be in English. No simultaneous translation will be provided during the session. The poster should contain the most important ideas of the paper supported by necessary drawings, formulas, schemes, diagrams and results. Enlarged copies of the manuscript are forbidden. During the preparation of the poster keep in mind its attractiveness and arrangement to hold the discussion.

The following rules are recommended:

1. Dimensions of the poster board are 98 cm (width) x 88 cm (height) – Fig.1. If you need more space (another board), contact the Organizing Committee till 15 September 2019.

Note: The poster can be longer than 88 cm, of course.

2. Title: use approx. 14 mm bold faced **CAPITAL LETTERS** (generally for posters the fonts like Arial and similar ones are recommended but also Times New Roman is acceptable), font size is approx. 60. The title is centered.
3. Author's name(s), institution and contact: use upper and lower case letters, bold type, height of letters is 8-9 mm (approx. size 36) and center the text.
4. Headings: use the upper and lower case bold faced letters (size 36).
5. Text and equations: use the letters 5-6 mm high (size 24-28). Text explanations should be restricted to about 50% of the area.
6. Colors: use them to emphasize illustrations, tables, graphs and photographs in order to enhance attractiveness of your poster.
7. Lines: don't use thinner ones than 1 mm for drawings.
8. Use the graphs instead of tables, if possible.

### 2.2 Poster organization

Think over organization of your poster and make a drawing how to paste papers (in case, if your poster consists of several sheets of papers).

Do not forget to prepare:

- *Abstract* (an extract from the abstract in the paper),
- *Conclusions* (in several items, not the whole text!).

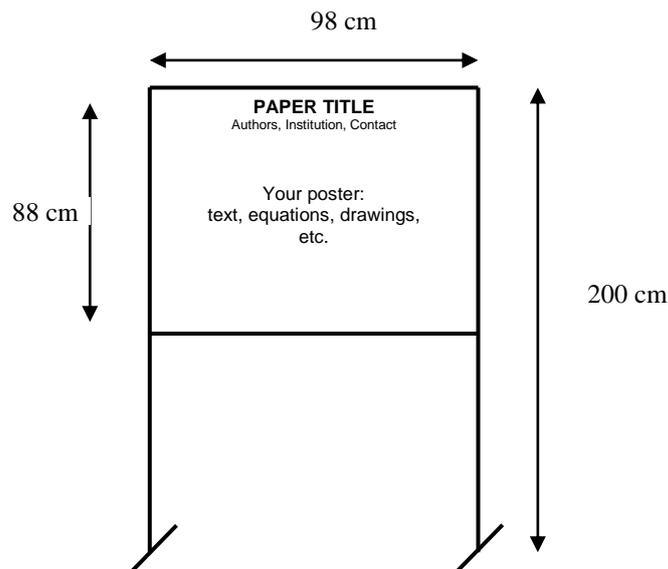


Fig. 1 Poster board dimensions.

### 2.2 The dialogue session organization

Each dialogue session will last 90 minutes. The authors can support their explanation by supplementary means as hardware exhibits and they may also distribute information sheets. The conference hall with its facilities, tables and chairs is available.

#### 1) Before the session

You are asked to paste your poster sheets to the allotted board (see your paper code in the Final Program) during break, at least 5 minutes before your dialogue session starts.

A group of organizers will provide help you in any matter and means.

#### 2) At the session

Please, be present at your poster stand throughout the session. Tables and chairs will be to the disposal in order to exhibit the products, make drawings, discussions, etc.

#### 3) After the session

Please take off your poster immediately after the session is closed.

## CONCLUSION

Please, kindly announce any special wish to the conference secretariat ([edpe@edpe.sk](mailto:edpe@edpe.sk)).

Thank you in advance for your co-operation.

We are looking to your successful participation at the EDPE 2019 International Conference in the High Tatras.

EDPE 2019 Organizing Committee