

# Presenting Your Paper at the EDPE 2023 Conference

The EDPE 2023 Conference is organized in following:

- a) Plenary sessions – 30 min for one presentation,
- b) Lecture sessions – around 18-20 min for one presentation,
- c) Poster (dialogue) sessions – 60 to 90 min. for the total session 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 poster presentations requires a lot of time and we recommend you not to underestimate this work.

Official conference language is English. All writings on the slides must be in English only. A PC with video projector will be to disposal. The Microsoft PowerPoint is recommended, but it is better to store both .pptx and .pdf files.

## Preparing your presentation for Lecture session

Total time reserved for your lecture presentation (not for a plenary one) is limited to **18 minutes**. From this time, there is about 1 min. for your introduction by the chairman, 14-15 minutes for your presentation and the rest of time is for the discussion.

- For the slide title, use letters of the size 28-32 pts., and for the text 22 – 24 pts., recommended fonts are Verdana – Tahoma – Arial, use a color of font that contrasts sharply with the background, title your figures,
- Before the session, hand your presentation slides to the technician in your session during the coffee break, you can also send your slides in advance to: [edpe@edpe.sk](mailto:edpe@edpe.sk),
- Inspect the lecture hall and its facilities, ask the technician for brief instruction how to use the technical aids,
- Before your presentation, fill in the Speaker's Data Form,
- Meet your session chairman at the chairman's desk in your lecture hall before your session and hand him filled Speakers's Data Form,
- During your presentation speak slowly and clearly, so everybody will understand you as possible, only English language is allowed,
- Keep slides simple – both diagrams and equations.
- Use colors for emphasis, clarification, differentiation of points and thoughts and to increase attractiveness of your presentation.

## Preparing your poster for Poster session

The poster should contain the most important ideas of the paper supported by necessary drawings, formulas, schemes and results. **Enlarged copies of the manuscript are forbidden.** During the preparation of the poster keep in mind its attractiveness and arrangement for further discussion. There is no predefined poster template.

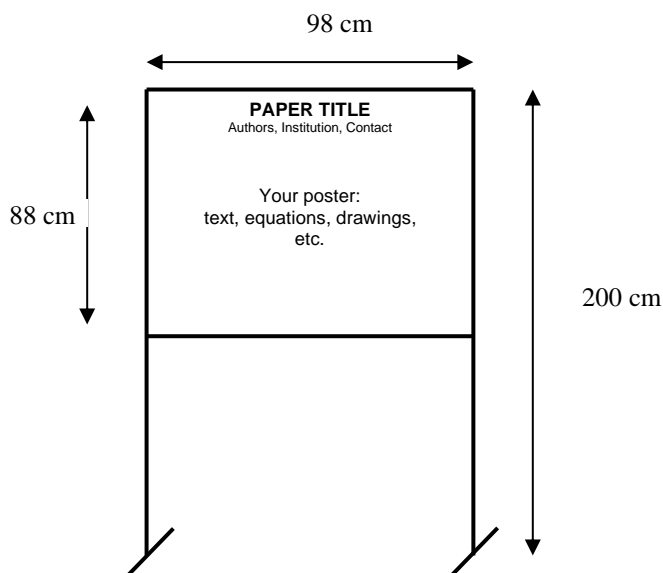


Fig. 1 Poster board dimensions.

Each poster session will last from 60 to 90 minutes.

### 1) Before your poster session

You are asked to paste your poster sheets to the allotted board 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 duration of the session.** Tables and chairs will be to the disposal to make drawings, discussions, etc.

### 3) After the session

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

The following rules are recommended:

- Dimensions of the poster board are 98 cm (width) x 88 cm (height) – see in Fig. 1., so prepare your poster to size 95 x 85 cm,
- Lines: don't use lines thinner than 1 mm,
- Title: use bold **CAPITAL LETTERS**, generally for posters the fonts like Arial and similar ones are recommended, font size of title is approx. 60, the title is centered,
- Author's name(s), institution and contact: use approx. size 36 and center the text,
- Your poster should have abstract that is exactly the same as in your paper,
- Text explanations should be restricted to about 50% of the area.