

Guide for Oral Presenters

Oral presentations cannot exceed **14 minutes**. There is an extra 3 minutes for Q&A. The session chair(s) will check the time of your presentation. Please be advised that presentations exceeding the limit will be cut off by the chair in the interest of time management.

Presenters do not have to bring their own computer. There will be a Windows based laptop computer and a laser pointer available in the session room. Your presentations (prepared in Microsoft PowerPoint) will be accepted in USB flash drives. In addition, a PDF format of your presentation is recommended in case of need. Recommendations for the PowerPoint slide preparation are:

- Screen aspect ratio: 4:3
- Microsoft PowerPoint version: 2010
- Recommended minimum font size: 16
- Number of slides: 10-15

Computers will be provided to upload presentations and test them in room B48 of Sackville Street Building. Participants scheduled for the morning should have their presentations ready the day before/early morning, whereas those scheduled for the afternoon should have theirs ready by lunch.

Your presentation should be named with your paper ID like the following:

- 1234.pptx

Should you be unable to present due to any unforeseen circumstances, please inform the ICDL 2017 secretary by your earliest convenience via icdl2017@manchester.ac.uk.

Guide for Poster Presenters

Posters should be prepared according to the A0 format - 841 mm (width) by 1189 mm (height). The dimensions of the poster board are 1200 mm (width) by 2100 mm (height). The poster boards are marked with paper IDs. Please do not cover the numbers. All the poster sessions will be held in the Entrance Hall in Sackville Street Building. Tools for fixing the posters will be available directly in the poster room.

In addition to the main content, a poster presentation should include the following:

- Title of the presentation
- Authors' names and affiliations
- Introduction and conclusion

Poster sessions provide a unique opportunity for the papers to be viewed by many of the conference and exhibition attendees. Please refer to the programme booklet for a complete list of posters. In general, the posters are to be displayed with authors standing next to their posters. The authors should be prepared to give a short description of their work, if asked, and answer questions from those attending. A member of the audience will most likely move from one poster to another, discussing with authors about their work. Discussion is therefore one-to-one with the author rather than with a general audience.

Simply posting the pages of your written paper is not an effective poster paper presentation. It is however helpful to bring copies of the final version of your paper for those who may want to study aspects of your work in more details. It is also recommended to have your business cards available for those who may wish to contact you later. Besides that, preparing a few sheets of blank paper can be useful for technical discussions relating to your poster.