



SPEAKER GUIDELINES

To prepare for your oral presentation for AlgaEurope 2023, please read and follow the speaker guidelines below:

Your Presentation

- Within each session, the time allotted for an Individual Speaker presentation is **10 minutes**, followed by a **5 minutes Q&A**. Please ensure that you allow time for Q&A so that our delegates feel heard and the event is as interactive as possible.
- It is important that you **keep your time!** Our moderator, Adrien Vincent, will manage the talks in the session and is responsible for keeping speakers on track: Don't feel upset if he stops you if you exceed your time slot.
- The conference language is **English**.
- Please provide your presentation as a **Microsoft PowerPoint and PDF files**.
- Your presentation will be loaded onto the conference laptops in advance of the event to ensure the smooth running of the day and avoid switching between screens/laptops.
IMPORTANT: It is not possible to upload or edit your presentation at the conference location.

Deadline: Please **send your presentation as PowerPoint and PDF before 1 December 2023** via wetransfer to a.ivanko@dlg.org.

PowerPoint hints

- Aspect ratio of your presentation should be **16:9 landscape (Mandatory)**.
- **Presenter contact information**
 - The information should be included on the last slide, so that attendees may reach you should they have additional questions.
- **File name**
 - The name of the presentation file should include the presenter's name. To avoid any compatibility problems, please do not use special characters (e.g. <, O, O, n, ε, R, y, }, {, etc.) to name your presentation.
- **Do not use any passwords or encryption** for your presentation.
- Be aware of the amount of slides you are using, less is usually more. **Time yourself in advance** to ensure you are able to stick to the time limit.

Upon arrival

- Please come to the technical team (AV desk) in the conference room at least **10 minutes** prior to your session to have a short briefing and put on a microphone.
- We have reserved a seat in the first row for you for the session you are speaking in. Please look for another seat after the next break, so the next speakers can sit in the first row.

AV equipment provided in the room

- Data projector cabled to the conference laptop. (The conference laptops are PC based, Apple platform may not be supported.)
- Confidence monitor - You can see the presentation in front of you.
- Timer - You will see how much time you have left.
- Clicker

Other AV equipment can be provided on request; this request must be made at least 14 days in advance of the event.

Contact information

Should you have any further queries regarding the conference proceedings please contact the relevant organizer: Kim Kreuser (k.kreuser@dlg.org) or Anna Ivanko (a.ivanko@dlg.org)