## Oral and Poster Presentation Guidelines

Please find below some useful material to assist you in preparing your presentation for SPEA8.

If for any reason you find yourself unable to personally present your paper, please try to arrange for someone else to present it. If nobody is available to present your work, you must notify the SPEA8 Secretariat – Mr. Dimitris Ganitis, well ahead of time (secretariat@spea8.gr).

## Oral Presentations

All oral presentations (excluding plenary lectures) have been allocated a 20 minute time slot, including the presentation itself, questions, and transitioning to the next speaker. It is recommended that speakers plan on a 15-17 minute presentation to allow for a couple of questions, it is important to strictly adhere to this. To save some precious time, DO AVOID lengthy introductions bearing in mind that your audience will be rather familiar with the theme of your speech.

Arrive at least 10 minutes early prior to the start of the session and introduce yourself to the chair-person while familiarizing yourself with the audiovisual equipment and session chair guidelines.

The Aristotelis I meeting room will be equipped with a personal computer to accommodate PowerPoint and PDF presentation formats with Quicktime, Avi and other movie formats. Technical support will be present in the meeting room to ensure flawless execution. Authors must load their presentations onto the designated computer Technical Room (CR-Erato), at the Makedonia Palace Hotel venue, preferably (if possible) on the day before their session. The presentations will be transferred to the computer in the room where the sessions take place. Presenters will not be allowed to connect their own computer to the projection system.

Presentations can be loaded onto the computer in the Technical Room via either CD-ROM or USB flash memory stick. It is strongly urged that you try reading the CD you have created on another computer (with a standard CD-ROM drive) to maximize the likelihood that the CD can be read by the presentation computers.

Please try to minimize any potential problems by taking advantage of redundancy whenever possible: save and bring your presentation in multiple formats (e.g. PowerPoint and Adobe pdf), store your presentation in more than one media (e.g. a CD and a flash memory stick, etc.), and hand carry your presentation during travel.

## Poster Presentations

The three Poster Sessions will be held in the CR-Aristotelis II on the first floor of Makedonia Palace Hotel. Double-sided boards measuring 250 cm (height) X 100 cm (width), i.e., portrait format, will be available for each author to attach their posters to. The authors are advised not to use the full space of the board, but to limit their poster size to 120 cm (height) X 90 cm (width). Double-sided tape will be provided by the organizers for mounting your poster.

The boards will be numbered consecutively to correspond to the number allocated to each poster. For example, if your poster is numbered as PC-2-25, this means that it goes to board 25 for the poster session 2 (see below for more details).

Authors are requested to mount their posters at the assigned location with the following program:

### Poster Session 1:

Thursday, June 26, 2014:  Posters will be presented from 11:00 to 18:00.

Mounting of posters for this poster session will take place on Wednesday, June 25th from 17:00 to 20:00 or on Thursday, June 26th from 08:30 to 10:30. AUTHORS MUST REMOVE THEIR POSTERS BY THURSDAY JUNE 26 at 19:30. The organizers are not liable for any poster materials left on the boards thereafter.

### Poster Session 2:

Friday, June 27, 2014:  Posters will be presented from 11:00 to 18:00.

Mounting of posters for this poster session will take place on Friday, June 27th from 08:30 to 10:30. AUTHORS MUST REMOVE THEIR POSTERS BY FRIDAY, JUNE 27 at 19:30. The organizers are not liable for any poster materials left on the boards thereafter.

### Poster Session 3:

Saturday, June 28, 2014:  Posters will be presented from 11:00 to 18:00.

Mounting of posters for this poster session will take place on Saturday, June 28th from 08:30 to 10:30. AUTHORS MUST REMOVE THEIR POSTERS BY SATURDAY, JUNE 28 at 19:00. The organizers are not liable for any poster materials left on the boards thereafter.

### Poster Prizes

There will be three best poster presentation awards (i.e. one for each poster session) in the form of book vouchers kindly sponsored by WILEY.