

Icoria 2008 Presentation guidelines

We will allow presenters **15 minutes for presentations**, followed by 5 minutes of discussion for each paper. We would appreciate if you could respect these timings when preparing your presentation. All rooms will be equipped with a PC and LCD projector. All PCs' will be running on the Windows XP operating system and have the Microsoft Office 2003 Suite installed on them. We advise everyone using later versions of Office to always save down to 97-2003 format in order to avoid any problems. To ensure that presentations are not delayed, we request you to refrain from bringing your own laptops into the session because we can only provide support on our own equipment and unfortunately not Mac or Vista users.

You are requested to save your **PowerPoint presentations** either on to a **USB memory stick** or a CD (Mac and Linux users: please make sure you have saved the presentation in a compatible format). We also advise that you make an extra copy on another USB memory stick or CD as a back-up. If you like, you can also mail a copy of your presentation to papers@icoria.org. We will not upload your presentation onto the PC before the conference, but will keep a back-up of the file for you. There will be no internet access in the presentation rooms. Please do not bring any other formats for your presentations (e.g. OHP acetates).

We also request you to **arrive at your session 10 minutes prior to the start of the session**. This will allow enough time to resolve any issues and help prevent delays with regard to the start of the session. Again, we would appreciate it if you could you prepare your Microsoft PowerPoint presentation to meet the time allowance allocated to you in your session.

Sincerely,
Patrick De Pelsmacker
Nathalie Dens

Conference co-chairs