GUIDELINES FOR AUTHORS SELECTED TO PRESENT A PAPER IN MAIN SESSIONS

Selected authors have been invited by the Chairman and Rapporteur to make an oral presentation of their paper during the appropriate Technical Session. The selection of these papers has been made in order to prepare the discussion effectively. It is a fact that most of the participants have not read the papers before the discussion session and these oral presentations are aimed to give the necessary background to start the discussions.

1. Organisation of sessions

Each Session will be run according to the published programme.

Typically, a session is run as follows :

- **Slot 1 : 9.00 hrs – 10.30 hrs**
- **Slot 2 : 11.00 hrs – 12.30 hrs**
- **Slot 3 : 14.00 hrs – 15.30 hrs**
- **Slot 4 : 16.00 hrs – 17.30 hrs**

The papers of each session are divided in blocks, each addressing a specific scope. The identification of the blocks and of the papers belonging to each block is to be found in the special reports (available on www.cired2011.org by 15 April). Order of presentations will be given in the special reports as well. Authors should note the order of presentations (which will be confirmed at the briefing session) and sit in the front row of the room waiting for the Chairman's invitation to come to the stage.

12 minutes will be allocated to each author for his/her presentation. Time is always limited and authors are asked to be ready to make their presentation without delay. If the presentation exceeds the allocation of 12 minutes and the Chairman indicates that time is pressing, authors are asked to respect this request and conclude immediately.

2. Supporting Power Point Presentation

The power point file supporting the presentation is to be prepared and delivered by e-mail to the Organising Committee (m.delville@cired2011.org). It is mandatory that electronic files be sent in advance and by **Monday, 23 May** at the latest.
The powerpoint **template** is downloadable from the website http://www.cired2011.org/pages/0146/Guidelines-and-templates.en.php. Authors are requested to use this template in order to avoid any compatibility problems.
The stage will be equipped to display a **Power Point slide show** from a digital file delivered before the deadline **(Monday, 23 May).** Please note that this document is expected to be the **final version of your Power Point presentation.**

Format of your document : only .ppt (or .pptx) and .pdf documents will be accepted.

Authors are requested to check in the Media Check Room the day before their presentation and well before the pre-session briefing that the presentation that has been received and uploaded is the correct one. Due to

the high number of speakers, all speakers are strongly recommended to also bring a back up presentation on a USB Memory Stick, in case of unexpected trouble.

Media Check Room (*Spektrum Room* - in front of the main auditorium) will be open on :
Monday 6 June : 13.00-18.00 hrs
Tuesday 7, Wednesday 8, Thursday 9 June : 8.30-18.00 hrs

During the session, technical support might be given by the Technical Assistant who will be present on the stage and will manage a laptop with presentations installed in the Media Check Room the day before the session.
There is no time available for each speaker to connect and use his or her own computer to make the presentation. Only presentations installed on the Technical Secretariat server will be presented.

The portable PC available on the desk is installed with WINDOWS XP and WINDOWS OFFICE (versions ranging from 2000 to 2010). Please try to be compatible with such a computer and software.

The filename of the presentation documents
For a smooth presentation management as well as for a proper arrangement of the post-conference proceedings, it is imperative that the file name of your document complies with the following format:
Filename = **NAME-Country-Sessionnumber-XXXX.**ppt where:

- **NAME**: the last name of the speaker (without blank, without accent, all in capital letter)
- **Country**: the country standard 2 characters ID in capital letters (DE for Germany, SP for Spain, etc)
- **Session number**: (S1, S2, S3, S4, S5 or S6)
- **XXXX** : paper ID number

Example
DUPONT-BE-S1-0007.ppt for paper 0007 of Mr. Dupont from Belgium in session 1.

3. Pre-Session Briefings

There will be a pre-session briefing meeting for each session for preparation of the session with the Chairman and Rapporteurs. All those involved will be requested to attend (chairman, rapporteurs, speakers and technical assistants).

The timings & location of pre-session briefings are as follows:

Day	Time	Session	Room
Monday 6 June	18.00 hrs	S3 (main)	Conclusio 1
Monday 6 June	18.00 hrs	S4 (main)	Conclusio 2
Tuesday 7 June	17.30 hrs	S2 (main)	Conclusio 1
Tuesday 7 June	17.30 hrs	S6 (main)	Conclusio 2
Wednesday 8 June	17.30 hrs	S1 (main)	Conclusio 1
Wednesday 8 June	17.30 hrs	S5 (main)	Conclusio 2

The Session Chairman and Rapporteurs will expect everyone involved in the Session to be in the appropriate conference room at least 15 minutes in advance of the start of the relevant session block.

4. Your Checklist

Before the conference

- Did I prepare a Power Point file (.ppt) and send it to the organiser m.delville@cired2011.org by 23 May at the latest ?
- Did I prepare a USB Memory Stick with a back up of my presentation (to be brought in Frankfurt) ?

During the conference

- To check in the Media Check Room (*Spektrum room*) the day before your presentation that the power point file that has been received and upoladed is the correct one
- To participate in the pre-session briefing meeting with your Chairman/Rapporteur/Secretary
- To be ready to go on the stage in the appropriate main room (*Harmonie Hall A-B or D-C*) during the appropriate block discussion

FOR FURTHER INFORMATION ABOUT THESE GUIDELINES, PLEASE CONTACT:
m.delville@cired2011.org