

POSTERS

Posters are an important part of the conference and are a useful method of communicating ideas about new approaches to education and research as they are highly visible, being available throughout the conference.

Specification and mounting instructions

Posters should be a maximum of 94cm wide and 226cm high (portrait orientation). If your poster is larger than this, we regret that it may not be possible to mount it.

Please bring your poster with you-do not send it in advance.

Posters should be mounted on Wednesday between 9:00am–2:00pm.

A board will be provided, this will have your poster number on it.

Fixing materials will be provided.

Posters should be taken down following the conference.

The presentation duration times for the different types of sessions are as below:

- Workshop Session – 90 minutes
- Oral Presentation – 10 minutes (including questions)
- Poster Presentation – 5 minutes (including 1 question)

POWERPOINT

PowerPoint projection equipment will be available in all conference rooms.

Equipment for projection of slides or transparencies will not be available in the conference rooms.

Usage of personal laptop computers is allowed, if notice is provided at least 3 hours before the session.

All presentations must be uploaded, tested and submitted in the Speaker Ready Room

All presentations will be copied automatically to the correct meeting room. You will easily find your presentation at the lectern according to the scheduled session, date, hour and speaker.

Videos and pictures must be located in the same folder as the PowerPoint presentation. Moreover, they need to be copied into the folder before they are inserted in the presentation.

The videos included in the presentation must have the following extensions: .avi, .mpeg,.mov, .wmv.

For MAC-Users: Export your Keynote presentation to PowerPoint for Mac, export your Keynote presentation to movie (iMovie, QuickTime video with "Playback Uses" settings) or export it .PDF. Be aware of the need to edit/reformat the presentation-fonts, images and charts—especially when exporting to PowerPoint for Mac. For embedded movies, please use "Quicktime" to save the movie in "*.mpeg 1(2)", or "*.avi" format. Please test the proper functionality of your presentation as soon as possible in the Speaker Ready Room.

Only fonts which are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout/style of your presentation. Special fonts may be installed if, notice is provided at least 3 hours before the session.

JPG, GIF or BMP compressed images are the preferred file format for inserted images (other types of extensions will be accepted as well, provided that they are recognized by PowerPoint).

Supported data media for downloading presentations are: HDD, CD, DVD (as Data-storage-medium) and USB-Memory (Stick).

Presentations must be designed in 16:9 format.

Presenters have to provide adapters for MacBook, iPad, etc.

You can move slides during your presentation on your own using a pointer, wireless mouse or the arrow keys of the keyboard.

Adherence to guidelines: all speakers whose presentations do not comply with these guidelines are kindly requested to contact the Speaker Ready Room.