

8th International Granulation Workshop

Oral Presentation Checklist

Conference Dates: 28th – 30th June 2017 (Wednesday – Friday)

Venue: Cutlers' Hall (Church Street, S1 1HG, Sheffield, UK)

- The entrance to the conference venue opens at 8:00 am each day
- Please allow enough time to arrive, especially on the first day for registration
- Presentations start at 8:55 am on the first day and 9:00 am on the following days

Checklist for oral presentations:

- Presentations will be 25 minutes total (20 min presentation + 5 min questions/discussion)
- Please note that some of the rooms are very large, so all diagrams, graphs, figures and font sizes used in the presentations should be large enough to read from a distance
- The equipment available on site for the presentations are:
 - Computer with Windows operating system and standard Microsoft Office
 - Projector and laser pointer
 - Microphones will be available in the large conference room only (The Old Banqueting Hall)

N.B. all presentations must be held using the computer and equipment available on site. You may not use your own personal computer. Please upload your presentation during your allocated time, and ensure that all of your slides (and videos) are in order beforehand.

Uploading your presentations:

Day 1 – Wednesday 28th June 2017

- Presentations scheduled for the first parallel session (morning) should be sent to the Organisation Committee by email by Friday 23rd June 2017. Please go to the room in which you will be presenting between 8:00 to 8:45 am to check if your presentation is working properly.
- Presentations held in the afternoon should be uploaded between 8:00 to 8:45 am.

Day 2 and 3 – Thursday & Friday 29th June and 30th June 2017

- Presentations held in the morning should be uploaded the day before between 15:30 to 16:00
- Presentations held in the afternoon (after lunch): upload between 8:00 to 8:50 on the day of your presentation

If you would like to send your presentation by email instead of uploading on site please feel free to do so by Friday 23rd June 2017.

The presentations should be uploaded to the computer in the room where you will be presenting.