

PIMRC'06

Instructions for oral presentations

Each oral presentation has a time slot of **20 minutes**, including questions and handovers. This means that your speech must be at most 15 minutes long in order to allow questions and discussion after the presentation. Please do not forget that some time is needed also for walking to/from the podium, setting up the microphone, and the introduction of the speaker by the session chair. The session chairs have been instructed to terminate overrunning presentations to ensure every presenter has the same amount of time. If you exceed your time, you risk missing the chance for questions or even completing your presentation. So, please practice the timing in advance!

The PIMRC'06 lecture rooms are equipped with a **data projector and a computer** to which your presentation can be copied (either from a CD-ROM or a USB memory stick) during the break prior to the session. After transferring your presentation to the lecture room computer, please immediately make sure that the file opens correctly. The session room computers are equipped with **Windows**[®] operating system and the most common (basic) players, i.e., **Windows Media Player**[®], **Macromedia Flash**[®], **Real Player**[®], **Sun Java**[®] and **Apple Quicktime**[®]. Installation of any additional player software or codec is not supported. Only for very special needs, usage of presenters own laptop is allowed. When preparing your presentation please make sure that your slides are readable, i.e. use a font size large enough (at least 20 pt), and avoid colour combinations with poor contrast. Pay special attention to diagrams and graphics so they appear readable.

Presentations should be either in **Microsoft PowerPoint**[®] or **Adobe PDF**[®] format. A traditional overhead projector will also be available for showing transparencies. Presenters can practice their presentations in advance in Speaker Preparation Rooms 28 and 29.

Presenters should **arrive in the session room at the latest 15 minutes before** the start of the session in order to set up their presentation, meet the session chair, and to provide a short biography (3 - 5 lines) for the introduction of the speaker. Please stay in the session from start to end, in case the attendees would like to discuss with you individually after the session.