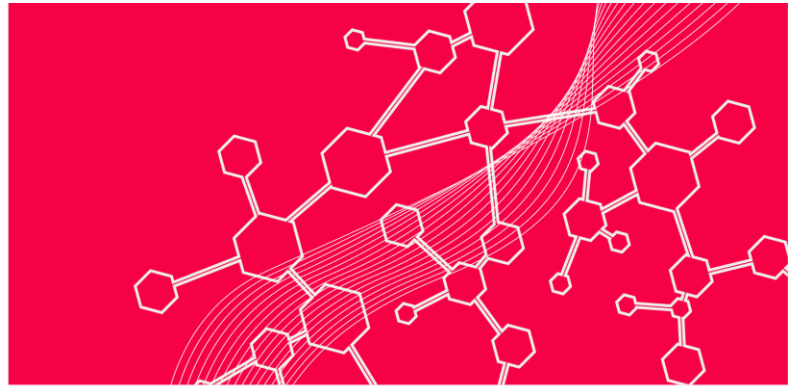


escape

Graz | AUSTRIA

June 10th to 13th | 2018

28



28th European Symposium on Computer Aided Process Engineering

Presentation Guidelines

This manual details how to prepare oral and poster presentations for the 28th European Symposium on Computer Aided Process Engineering

General

Oral and poster presentations must provide technical / scientific information of benefit and of interest to all attendees. It is not appropriate to present contributions that contain marketing or commercial content.

Please follow the directions given by your session chair, as well as the technical staff that assists the session chairs.

Please ensure the presenting author is registered to the conference. Non-registered participants will not be allowed to present. Also, please follow the [registration policy of the ESCAPE conference series](#).

The presentation program is available via:

<https://escape28.conforganizer.net/program/>

Note, the program above may change slightly until mid May 2018. Please check the program the day before the presentation, since "last minute" (but minor) changes are unlikely, but possible.

Please respect the copyright of others, and do not record or photograph presentations, posters, or the audience unless agreed with the presenter.

Oral Presentations

Slides used for oral presentations must be easily readable and perceivable by the audience. Frequent mistakes include: **too small font**, poor resolution of figures, use of **tables with too many entries**, **too small details in figures**, slides are explained poorly and not understood by the audience.

Also, please practice your talk to ensure you stay in the **allocated time slot**. Please reserve **3...5 minutes for questions and change over in case of standard and keynote presentation**, as well as **5...8 minutes in case of plenary presentations**. It is recommended to aim at a max. of 17 slides for standard and keynote presentations, and at max. 40 slides for plenary presentations, i.e., use the "1 slide per minute" rule.

Technical recommendations for your oral presentation:

- Bring your **fully charged laptop** with the presentation (and movies if any) to the lecture hall as early as possible. Ensure your laptop is compatible with the beamer **at least 10 minutes before** the session starts. Ensure videos and figures are correctly displayed on the screen.
- Have presentations available in **MS PowerPoint AND PDF format**. You can use your Apple Mac presentation software, or a Linux-based presentation software, but please test beforehand in the **conference office or directly in the lecture hall** to ensure it is compatible with our beamers.
- Have a **backup of your presentations slides (preferably in MS PowerPoint AND PDF format)** on a USB stick. Movies (if any) should be available as a backup in **ogv, avi, or mp4 format** that is playable with the **VLC media player**, or a standard **web browser (chrome or firefox)**.
- Your laptop should have an **HDMI OR VGA** output. **HDMI and VGA cables** will be provided by the organizers. **Adapters for Mac etc. must be organized by the presenter if needed.**
- Use **16:9 format** of your slides.
- Use a minimum of **16 pt font size** on all of your slides.
- Use non-serif font types (e.g., Calibri, Tahoma, Arial. etc.)
- Organize a presenter (e.g., laser pointer) if needed.

Poster Presentations

Poster presenters must make sure their posters fits: the poster wall will be 1.00 m wide, and approximately 2.5 m tall. Posters **should be in portrait format, A0, width: 841 mm x height: 1,189 mm**. Smaller formats are welcome. Please bring the poster as hard copy to the conference. Unfortunately, we are not able to offer a poster printing service at ESCAPE28.

Please only use the poster slot allocated to you. This information will be made available to you electronically and at the hall for the poster session.

We will supply standard adhesive tape to mount your poster on the wall.

Please stand by your poster so you can explain your work with interested people during the whole duration of the poster session.

You may want to pin your poster already **before the first morning session to the poster wall**. Please pin your **poster during the lunch break the latest!** Please **collect the poster immediately after the poster session is finished**.

Design your poster to be readable and easy to perceive. It should have a clear message, and not be overcrowded. You may want to follow the guidelines presented [VIA THIS LINK](#).

Please note: we will **remove your poster slot** if you **are not registered** at the day of your poster presentation (cut off time: 8.00 a.m.). This is to avoid "dead" poster slots which are highly disturbing during the poster session.

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