



Guidelines for oral presentation

" International conference on Anaerobic digestion" 23 - 27 June 2019,
Delft, the Netherlands

Herewith we inform you about the details concerning your presentation.

Presentation

You can bring your presentation on a USB memory stick. The technician will upload your presentation in the conference room 15 minutes before the session starts (please be on time). Please use Power Point size 16:9.

Briefing

15 minutes before the start of every session, a speaker's meeting with the session chair is organized in front of the conference room, which you should attend. It is the only opportunity for the chairman, the technician and other speakers of your session to discuss last minute details. So please be sure to attend.

Duration & set-up

The time you have been allowed for your presentation is 12 minutes, and 3 minutes discussion at the end of the session. It is advised to have 1 slide per minute. Much attention has been given to the time schedule, so please do not overrun this. The chair is asked to be strict on time management.

Economize your time: **please skip all (!) trivial introductions** as this is a specialized conference. Moreover, every session is introduced by an invited speaker who is asked to also introduce the topic. Some further hints:

- Don't explain the set-up of your talk (we all know the standard set-up...)
- Do not introduce AD as a topic... (we know that waste is converted and methane is produced..)
- Immediately focus on your objectives and research set-up; you are dealing with a specialized audience.
- Make clear graphs / legends / figure axis / numbers
- Limit the text on a slide to a minimum.
- Avoid reading slides.

Language

The conference language is English. There will be no simultaneous translation facilities.

Technical facilities

The conference room contains the following equipment

- Speaker's microphone
- Audience microphones
- Hand microphones for the chair
- Laptop for PowerPoint (windows XP)
- Screen and pointer
- Beamer

Costs

All authors must be able to meet their own expenses and conference fee.