

SolarPACES 2010 conference: Instructions regarding your oral presentation

Dear Author,

With the SolarPACES 2010 conference coming closer, we would like to give you the instructions and all necessary information concerning your presentation at the conference. Please comply with these instructions and help us to make the presentation upload at the conference quick and efficient.

Presentation time and schedule:

- The detailed program with the time and place of your session can be found on the conference website by following this [link](#). A printed program will be handed out at registration.
- Oral presentations are 20 min. including discussion time. It is the decision of the respective session chair whether to allow for discussion time directly after each presentation or at the end of the session (depending on the time of your presentation)

Layout:

- You are free to design your presentation as you wish.
- If you wish, you may use a SolarPACES 2010 [logo](#), available for download in the "Download [Area](#)" of the website.

Formatting instructions:

- Computer Equipment Specifications: PC, XP Pro, Office Suite 2003, Acrobat 8.
- A technician will be present to test and upload your presentation via the network directly to the PC in the room where you will be giving your presentation.
- Please note that you cannot project your presentation directly from your laptop, nor use a USB key, CD ROM or DVD on the PC in the presentation room.
- Each presenter must oversee the uploading of his file at the Preview desk (Level 0) before the work session.

Preview Desk:

- Presenters must go to the Preview desk, on the left of the entrance (Level 0), to test and upload their Power Point or PDF files (via PC, USB, CD or DVD) at least half a day before the start of the session.
- Delegates giving a presentation in the morning must have uploaded their file at the Preview desk (level 0) by 05:00 pm the previous day.
- Delegates giving a presentation in the afternoon must have uploaded their file at the Preview desk (level 0) by 10:00 am the same day.

Opening hours of the Preview Desk:

- Monday 20 Sept. from 05.00 pm to 08.00 pm
- Tuesday 21 Sept. from 08.00 am to noon - 01.00 pm to 05.30 pm
- Wednesday 22 Sept. from 08.00 am to noon - 01.00 pm to 05.30 pm
- Thursday 23 Sept. from 08.00 am to noon - 01.00 pm to 05.30 pm
- Friday 24 Sept. from 08.00 am to noon

Other important things you should pay attention to:

- Please make absolutely sure that your presentation and memory stick do not contain computer viruses of any kind. If you hand in an infected memory stick, you will be asked to come again later with a virus-free stick.
- Data protection: Your presentation will be handled in a strictly confidential manner and will be deleted from our file servers after the conference.