

Guidelines for Oral Presentations

Logistics

- An electronic version of all presentations must be sent as a pdf-file no later than Thursday, March 5th to info@cwv2015.tu-berlin.de with a maximum of 10MB. This file will be used during your presentation. Due to a large number of presentations, last-minute changes will not be possible.
- Your presentation will be handed out to the attendees and uploaded on the conference website. It will be announced that these contents can only be cited with the author's permission.
- During the week prior to the conference, **please check the final conference program for the specific session, time, and room** your presentation has been assigned to.
- We kindly ask all presenters to be at your session hall at least **15 minutes prior to the session block** and to inform your Session Chair of your presence. The front row will be reserved for presenters.
- The Session Chair might contact you during the weeks prior to the Conference for additional information.

Content and structure

- Please make sure that your **presentation reflects the content of the submitted abstract**, incorporating at least the following properties: (1) title, (2) authors' names, (3) research questions, (4) research design, (5) main (preliminary) results and expected scientific contribution, (6) remaining uncertainties, and (7) outlook.
- Each presentation will be **no longer than 12-15 minutes**. Due to a large number of presentations, we have to be very **strict on the time measurement**. Therefore, we suggest that you focus on the main facts and aim for no more than **6-8 slides**, reflecting half of the amount of time per presentation.
- The audience will be asked to write down questions that will be collected and used as basis for discussion. Whether the presentations will be arranged in one or two blocks followed by discussion will be announced by the Chair.
- All sessions will be held within large lecture halls. Please make sure, that your slides are readable from the distance (use minimum font size 18, contrast, reduced text).
- **Presentations must be prepared in English**. The conference language is English and no translation facilities will be available. Since most conference attendees are non-native speakers, please keep in mind to speak clearly, using language that is easy to understand.

- Authors of selected contributions will be asked to contribute to a **Springer[®] Book** published subsequently to the conference. Requirements for the long-version of the abstracts will be provided at a later date.
- The accepted contribution must be presented by the person stated at abstract submission or as agreed with the organizers.
- Please avoid marketing products or companies in your presentation.

Important technical information

- In order to prevent potential technical issues, we suggest, that you bring an **additional version of your presentation in ppt-format (Microsoft Power Point)** stored on a USB-stick.
- **Standard audio visual equipment** will be available for PowerPoint Presentations. Please consider that uncommon characters (e.g. mathematical equations) might not be displayed properly.