

Instructions for Speakers and Session Chairs

Oral presentations

Please attend the session room at least 5 minutes before the session starts.

- Speakers will have 25 minutes for the whole presentation, including questions.
- Speakers will have at their disposal:
 - A computer projector;
 - A desktop computer plugged to the projector; with Acrobat Reader, Microsoft Power Point and OpenOffice installed;
 - A member of the local organization to help solving any hardware or logistic problem that may arise.
- A preferably way of delivering presentations is sending them by e-mail in the pdf format to:
roman@icis.pcz.pl
- Speakers could also bring their presentation slides in some computer readable medium (preferable a USB memory stick).
- If necessary, presenters may use their own laptops for the presentation.
- If you are a speaker and have any requirement not cited here, please let us now! (roman@icis.pcz.pl)

Posters

For each poster we provide a place with maximum size of 1150 mm * 800 mm (height by width). All posters should be fixed on stands before the session on Tuesday, Sept.8. This session is dedicated to giving explanations and answers by poster's authors to other participants of PPAM 2015. Please leave all posters on stands all the day.

Session Chairs

Please attend the session room 10 minutes before the session starts.

- Please plan with your Speakers how to introduce them to the audience, and remind them of the time limits for the presentations.
- Please note that the session time schedule has to be strictly adhered to. Please enforce strict time limits: 25 minutes for the whole presentation, including questions.
- Presentations should start at the times originally scheduled, as indicated in the conference program. In case a presentation does not take place (e.g., the speaker does not show up), please do not shift forward the remaining talks.