

Instructions for Oral presentation

Conference programme

The preliminary programme schedule is available on the Symposium website. Please check the date and time of your oral presentation: <http://ial8.luomus.fi/programme/>

Presentation

Parallel session duration is xx minutes. The length of your oral presentation may vary between 18–20 min of which you are advised to keep 3–5 min for questions. Please, check your time slot from the final programme and rehearse your presentation so that you keep in time.

Make sure you have the power point presentation with you on a USB stick. Bring the stick to the Speaker's Desk (Room 8) **a day before your presentation**. If you are speaking on Monday (1st Aug) we recommend that you send your presentation in advance to presentation.ial8@helsinki.fi In any case we recommend that you make an extra copy of your presentation, e.g. by sending it to yourself by email.

Kindly inform us (ial8@helsinki.fi) in advance if you require internet access or video player during your presentation. Please note that the computers at University of Helsinki use Microsoft Windows.

Please introduce yourself to the chair of the session in advance and be ready in the meeting room preferably before the session starts or at least 20 minutes prior to your presentation. There will be technical assistance in every meeting room during the sessions to help you in case of technical problems.

By accepting to present your paper at IAL8 Symposium you agree to the time slot allocated to you by the conference organizers.

Registration and other instructions

All presenters are required to register for the Symposium. Note the following deadline:

* Registration deadline for presenters with an accepted paper 31st May, 2016.

Presentation will be removed from the program if the presenting author has not registered by 30th June!

Please see Registration and Accommodation subpages for more details.

All accepted abstracts will be published in the Abstract book, subject to the author's confirmation of presenting the paper and registering as a paid delegate.

If the presenting author changes, please notify the conference organizers without delay at ial8@confedent.fi. Abstracts will be published as typed by the author, although obvious mistakes will be corrected.

If you or any other author of your paper is not able to attend the IAL8 Symposium please withdraw your proposal by sending us an e-mail to ial8@confedent.fi.