

Preliminary instructions for presenters, session organizers, chairs and reporters

May 11th 2015

Instructions to organizers of plenary sessions

- Agree with the speakers in your session and the organizers of the conference on the contents of the session, including wrap-up discussions and reporting
- Communicate changes in the session to the organizers Timo Assmuth at timo.assmuth@ymparisto.fi , Sanna-Riikka Saarela at sanna-riikka.saarela@ymparisto.fi , hans.keune@inbo.be and Maurice Hoffmann at Maurice.hoffmann@inbo.be

Instructions for speakers

- Provide a short description of your talk (1-2 sentences) to the session organizer before the session
- Keep to the time allotted for your talk, allowing for at least 3 minutes of this time for immediate specific questions and comments
- Use the microphones provided, as appropriate for audibility
- Keep the amount of slides to a minimum (you may include some as spare slides in the set)
- Make sure the slides are visible and legible on the screen. None of the rooms have tiered seating, so avoid placing important content near the bottom of a slide
- Use only PowerPoint for a PC with a Windows operating system for preparing your presentation slides. You may send your PowerPoint slides to Timo Assmuth (timo.assmuth@ymparisto.fi) and Andy Sier (arjs@ceh.ac.uk) during Wed May 13 for a technical pre-check of how they display. This will be especially important with big files including high-resolution photos, videos or web links.
- If in doubt regarding e.g. talk times, contact the organizer(s) of your session (cf. programme)

Instructions for poster presenters

- Preparation:
 - Prepare your poster to fit on a 2.3 m (height) and 1 m (breadth) stand
 - Make sure the poster text is legible from a distance of 2 m
 - Place your poster where instructed, so that they are grouped by theme
 - Attach your poster to the stand by using the materials provided. Please attach the poster for the whole time of your attendance at the conference
- Presentation Format: During the interactive poster session, there will be a series of flash presentations, followed by a question and answer session. You will therefore be asked to present a brief description of your poster (no more than ca. 2-3 minutes long) in a few sentences, covering the main features of your work (such as its goals, approach and results/key conclusion for the conference). Expect up to 3 minutes for questions in a moderated discussion within your thematic poster entity. Please prepare what you will say in advance. Additional instructions will be provided soon.

Instructions for panelists

- Keep your introductory statements short
- If you plan to use supporting slides, use only PowerPoint for a PC with a Windows operating system. Send PowerPoint slides to Timo Assmuth (timo.assmuth@ymparisto.fi) and Andy Sier (arjs@ceh.ac.uk) during Wed May 13 for a technical pre-check of how they display. This will be especially important with big files including high-resolution photos, videos or web links.

Instructions for chairpersons/moderators

- Briefly introduce the speakers (a couple of sentences only)
- Keep talks strictly to their allotted times, using visible signs of e.g. 5 and 1 minute before the end and cutting them off when their time is up.
- Allow for at least 3 minutes for specific questions immediately after each talk
- In the final discussion, take care to allow questions and comments from the audience fairly, preventing lengthy interventions

- If your session includes a panel with all the speakers, moderate the discussion evenly
- If the session includes invited commentary, keep them to their shorter time limits (being strict, as for main speakers)
- Report to the chairpersons of the subsequent plenary debriefing sessions the main conclusions and highlights of your session by replying to the few standard questions provided by the organizers.

Instructions for poster session moderators and reporters

- Manage the opportunity for questions and comments to the poster presenter - and their replies - but keep questions and answers very short.
- Report to the chairpersons of the subsequent plenary debriefing sessions the main conclusions and highlights of your poster theme by replying to the few standard questions provided by the organizers

Instructions for reporters from parallel sessions and poster session themes (may be chairpersons/moderators)

- Reply to the short set of questions provided by the organizers immediately after the session in a couple of sentences each, to summarize the salient outcomes of the session
- Report additional conclusions and highlights from the session in the short wrap-up plenary sessions

Instructions for interventions from the audience

- Ask for the floor clearly
- State your name and affiliation
- Use the microphones provided, as appropriate for audibility.

Additional information

On session organization

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On session reporting

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On posters

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On practical arrangements

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On communication

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