

Instructions for presenters

Session presentations

All presentations will be given online using Zoom. Presentations last a maximum of 20 minutes, after which 10 minutes are reserved for discussion. The presentation format is open, but make sure your equipment has a working microphone and video camera. Various pictures and videos can also be presented using screen sharing in Zoom.

Arrive at the Zoom room assigned to your session 10 minutes before the session begins. At this time a conference assistant will make sure all presenters' sound, video and screen sharing are working properly.

Each session has a chair. Often the last presenter of the session will also be the session chair. The chair will be responsible for briefly introducing each presenter and being in charge of the discussion after each presentation. Conference assistants will take care of spotlighting the presenter for the audience during the presentation. The assistants will also ensure that presenters stay within the time allotted. After the presentation, presenters are expected to answer questions raised by participants. Participants can ask questions by raising a virtual hand in Zoom or by writing their questions in the chat window. The session chair is responsible for giving the floor to askers of questions and also for ensuring that the total time allotted for the session is not exceeded.

Posters

The format for posters is open. Posters will be presented in a separate Zoom session on Thursday May 5 at 2:15–2:45 PM. At the beginning of the poster session 2 minutes are reserved for each poster presenter to give an elevator pitch briefly telling the subject matter and possibly some special points. Make sure before the session starts that your microphone, video camera and screen sharing are working. There is a special poster coffee room during the coffee break following the poster session where poster related discussions can be continued in various breakout rooms.

In addition to the poster presentation session, posters are available throughout the entire conference. Posters will be uploaded to the event website before the conference begins, by May 5 in the morning. For this purpose, send your poster by email to the conference coordinator Olli Kuparinen, email address olli.kuparinen@tuni.fi, not later than Monday, May 3.

Workshops

Workshop presenters should follow the instructions given above for session presenters. However, in some cases the organisers of the workshop may have slightly different or additional instructions.