



Hydralab+ event Bucharest

Joint User Meeting of Trans-national Access projects

Guidelines for presentations

A mini-conference will be organized during the 6th Hydralab+ event in Bucharest on May 23, 2019. One researcher of each TA-project group will give a presentation about the project with the most interesting highlights of the results achieved.

There will be two parallel sessions. To allow the audience to switch to the other session it is important to stick exactly to the timing in the programme.

A pc will be present in the conference rooms for a Microsoft PowerPoint presentation. You may not connect your own laptop to the projection system.

Please take the following into account regarding your presentation:

- There is a time slot in the programme for your presentation of 15 minutes, followed by 5 minutes for questions and discussion.
- Prepare a PowerPoint file to support your presentation. Avoid using text smaller than 18 pt. Text size between 20 pt and 24 pt is best for readability. Usually presenters spend 1 minute per slide, but check if your presentation fits in 15 minutes.
- In case the PowerPoint presentation contains some embedded videos, you should double-check (before the meeting starts) that these run as expected on the system in the session room
- You are advised to prepare a .pdf back-up of the presentation in case things go wrong
- Your presentation will be recorded on video and published on the Hydralab website, unless you send a written statement that you object to this.
- Send your PowerPoint file to the local organizing committee before May 22 (email to Mirela Diniciu: mirela.diniciu@geoecomar.ro). We recommend that you also bring your presentation to the conference on a USB-stick as a backup. You may also give it to the local organizing committee on a USB-stick as soon as you arrive in Bucharest.
- Arrive at the session room 15 minutes before the start of the session in which your presentation is scheduled and give your name and affiliation to the session chairman.
- The session chairman will monitor the time and alert you when you have 2 minutes left, and when your time is up. Out of fairness to your fellow presenters, please stay within your allotted time.

If there are questions, then please contact:

- Hydralab: Mark Klein Breteler (Mark.kleinbreteler@deltares.nl) or Pierre-Yves Henry (pierre-yves.henry@ntnu.no)
- Local organizing committee: Mirela Diniciu (mirela.diniciu@geoecomar.ro) or Maria Ionescu (maria.ionescu@geoecomar.ro)