GUIDELINES & INFORMATION FOR SPEAKERS, CHAIRPERSONS AND POSTER PRESENTERS

The lectures of the 24th EACMFS Congress Munich 2018 will take place in two venues: the Gasteig and Holiday Inn Hotel, 100 meters walking distance just crossing the street.

The powerpoint files of those lectures to be presented at the Gasteig should be delivered at the Gasteig Speakers Preview Area, located at the Ground Floor (lecture halls in Gasteig: Carl Orff Saal, Black Box, Kleiner Konzersaal, Carl-Amery Saal, Chorprobensaal).

The powerpoint files of those lectures to be presented at the Holiday Inn Hotel should be delivered at the Holiday Inn Speakers Preview Area, located at the Ground Floor as well (lecture halls in Holiday Inn: Forum Holiday Inn 1 - 2 - 3 - 8).

Opening Hours Speakers Preview Area - Gasteig and Holiday Inn

Monday 17 September 2018	15.00/18.30 h
Tuesday 18 September 2018	07.00/18.00 h
Wednesday 19 September 2018	07.00/18.00 h
Thursday 20 September 2018	07.00/18.00 h
Friday 21 September 2018	07.00/16.30 h

If you are a Chairperson:

Please be at your session room at least 15 minutes prior to the beginning of the session.

We kindly remind you that speakers need to strictly observe the time schedule.

Participants in the discussion should not speak before they are recognized by the chairperson and must first clearly state their name, institution and country of origin.

Abstracts of the Free Paper sessions are available at the Interactive Scientific Program.

If you are a Speaker in a session:

Please be at your session room at least 15 minutes prior to the beginning of the session.

Speakers should deliver and view/check their PowerPoint presentations at the Speakers Preview Area at least 2 hours prior to the beginning of the respective session for organizational reasons. For those first sessions starting very early in the morning, it is strongly recommended to deliver the PowerPoint files the previous day.

Presentations must be prepared in PowerPoint and provided on a USB-removable drive. If any Macintosh Keynote presentation, please contact the staff at Speakers Preview Area.

Failure to check in presentations on time may result in them being unavailable for projection when required.

Technical staff will be available in the Speakers Preview Area to assist you with loading your presentation.

Presentations will be transferred from server to the session room electronically.

Speakers are not permitted to upload any file directly to the laptop on the lectern.

The use of personal laptops for presentations at the Free Paper sessions and Poster oral presentations is strictly prohibited.

Protection of copyright will be guaranteed.

Microphones for discussants will be available in each session room.

Please note that presentation time is strictly limited, no exceptions. Time your presentation carefully according to the time dedicated in each session.
Free paper sessions: 6 min presentation
Oral Poster sessions: 2 min presentation

If you are a Poster Presenter

All accepted posters will be electronic posters (EPosters) and should be uploaded at the Electronic Poster Platform (guidelines already sent to the authors). 15 computers will be available at the Eposter Area located at the Gasteig, terrace 1st floor close to the Carl Orff Saal, where all the Congress delegates could watch and interact with the posters.
There is a number of Posters that will be presented, short oral presentation: 2 minute presentation with one slide of the poster. Those posters should be uploaded at the Eposter Area but also the powerpoint slide with the Poster shoudl be delivered at the Speakers Preview Area.
If you have any questions regarding your poster(s), please do not hesitate to contact the staff at the registration desk.