



**EUROPEAN
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WEEK**
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EuMW2014 Oral Presentation Guide

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To assist authors in their preparation for their presentations, the EuMW2014 Conference Committee has compiled the following guidelines.

Oral Presentations at the Microwave Week

EuMW2014 will be provided with PCs with data projectors for all sessions. The projectors will be the conventional 4x3 format, with a resolution of 1024x768 (VGA), so please prepare your presentation according to this standard. The PC available in each room will run the most recent version of Windows (English version) and the keyboard will be in QWERTY version. The most recent versions of Microsoft Office, Adobe Reader, Windows Media Player and QuickTime will be installed. The preferred file formats for the presentations are MS Power Point or equivalent PDF. Please make sure to bring a copy of your presentation on a USB memory stick. Do not plan on bringing transparencies or 35mm slides since neither overhead projectors nor 35mm projectors will be available. We do not recommend using your own laptop.

Authors who need special facilities are requested to contact us at luca.catarinucci@unisalento.it, so that we can arrange that with Fiera di Roma. Please do so as soon as possible, but at least before Friday September 26, so that we can inform Fiera di Roma one week before the start of the conference.

It is recommended to check your presentation by verifying your slides in the Speaker Preparation Area (located in the building Exhibitor Service Centre, close to conference Hall), where PCs will be available in the same configuration as used in the conference rooms. These PCs will have an accessible USB interface, but they will NOT have internet access. Presentations cannot be uploaded from these PCs.

Plan ahead, practice your presentation, and adhere strictly to the time constraints of your session. *One of the instructions given to the chairs will be to warn the speaker 2 minutes before the end of assigned time to go to the conclusion.* Please be ready to upload your presentation 15 minutes ahead of the start of your session in the room where the session will be held. Conference Staff will be available in each room to assist you with this. To respect the equality of all the speakers, note that a 20-minute talk should last no longer than 17 minutes with 3 minutes allocated to questions (a maximum of 20 slides is suitable).

General Comments

The heart of the European Microwave Week is the technical program where authors and delegates get together to exchange information and ideas. As authors your contribution is vital and the EuMW2014 Conference Committee thanks you for supporting the European Microwave Week. Please follow these instructions carefully and completely so that your valuable contribution can be presented in a clear and professional manner for the benefit of all.

Luciano Tarricone, EuMW2014 General TPC Chair
Luca Catarinucci, EuMW2014 TPC Officer
