

Instructions for Presenters

Oral Presentations

Plenary: 30 min (25 min followed by 5 min for Q&A)

Keynote: 25 min (20 min followed by 5 min for Q&A)

Oral: 20 min (15 min followed by 5 min for Q&A)

Student talks: 10 min (8 min followed by 2 min for Q&A)

Guidance for Speakers

- Your presentation must be submitted to frpm23@empa.ch no later than **Monday 19 June 2023**.
- Please submit a very short CV of 2-3 lines. This is needed for session chairs to appropriately introduce you. Please mention if you are a student or an early stage researcher (maximum 2 years after graduation)
 - Presentations should be saved as follow "Lastname_SessionX" e.g. Gaan_S9-2
 - All written material must be of adequate size to be clearly visible to all delegates
 - Presentations cannot contain commercial advertisement
- Please bring a copy of your presentation (including any embedded files) on a USB memory stick to the conference.
- Arrive at the conference room in advance of the session to introduce yourself to the Chair
 - The oral presentation will be accurately timed, so make sure you finish in time.
 - Your submitted abstract will be published in the conference proceedings
- Please check the program for the presentation venue on Thursday 29, where parallel sessions will be conducted in the morning sessions.
- Your presentation may be recorded. Please give us notice if you do not want to be recorded

AV/Projection Facilities

- We only support PowerPoint –Please do not bring any other presentation formats.
- All sessions are equipped with a PC running Windows 10 and using PowerPoint 365.
- The display format must be in a 16:9
- If your presentation contains video clips: WMV, AVI, Mpeg1 or Cinepak formats only.
- A laser pointer/PowerPoint clicker will be available.

Poster Presentation

All poster should be A0 sized in portrait orientation

One minute poster pitch

- Your pitch includes one or two PowerPoint slides.
- Your pitch slide must be submitted to frpm23@empa.ch no later than **Monday 12 June 2023**.
- Please mention if you are a student or an early stage researcher (maximum 2 years after graduation)
- Refer to the poster list (frpm-23.org) to know in which group you will present your work
- Pitch slides should be saved as follow "Smith session1"
- The pitch will be accurately timed, so make sure you finish in time.
- Your submitted abstract will be published in the conference proceedings
- Refer to oral presentation instructions for more details
- If you have any questions of concerns about your presentation, please contact FRPM23 organizing committee at frpm23@empa.ch