

Guidelines for presenting participants

Form and Organization

- Presentation should take maximum 20 minutes (the discussion will follow). For Keynote speakers the presentation time is maximum 15 minutes (the discussion will follow).
- Presentation should be in PowerPoint format.
- The Template is attached and might be used in a following way: (a) create the whole presentation in it (b) insert the first slide into your presentation or (c) ignore it. **In any case, please keep the font of the main text body at 30 or higher.**
- Presentation file should be sent to car@aauni.edu latest **on Tuesday October 17, 2017**.
- Room will have PC (MS Window and MS Office) and projector ready.
- Wireless presenter will be available.
- Microphone will be available. Please notify organizers in advance (latest on October 18, 2PM) that you would like to use the microphone. The number of participants will be around 40 and the conference room is not very large. Usually the presentations are done here without a microphone.
- Please make sure you are present at least 10 minutes before your presentation starts and you inform the conference assistants.
- Please inform organizers if any special arrangements are needed (latest on October 18, 2PM).

Thank you for following these guidelines and we are looking forward to meeting you at the conference! Do not hesitate to contact us in case of any questions.

Contact

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