

5th EGEE User Forum Guidelines for Oral Presentations

The following guidelines have been compiled in order to help presenters in the oral parallel sessions of the EGEE User Forum to prepare their talks.

- Lengths of talks must be compatible with time allocated (allow ~3 minutes for questions).
- EGEE members should use the official template available at <http://eu-egee.org/index.php?id=413>.
- Prepare your talks before the beginning of the event and send them by email to your session convener. **Talks must be available from the timetable in Indico at least a day before the presentation.** Last minute copying of slides from memory sticks to the presentation laptop **must** be avoided.
- Speakers should be present in the room at least 15' before the session starts.
- Speakers should stay for the whole duration of the session.

The session chair will be in touch with each speaker before the User Forum to ensure that preparations are well in hand, and to make any special points regarding the overall organisation of the session.

For any further questions get in touch your assigned session chair. You will find her/his contact information from the event timetable.