NATIONAL MEETING of the SWEDISH CHEMICAL SOCIETY
Lund, 17-20 June 2018

Information for speakers, SCS2018

Congratulations on having your oral presentation accepted at SCS2018!

Technology

In the lecture hall, there will be a helper who is familiar with the electronic equipment and will help you setting up your presentation.

Each lecture hall is equipped with a windows PC onto which presentations can be uploaded in .ppt or .pdf format from a USB. The helper will be available during the break prior to your session to aid you with this. There is also an HDMI and a VGA port if you bring your own computer, but we recommend bringing your presentation on a USB.

The projector canvas is 4:3 but (in our opinion) the projectors work well in both 16:9 and 4:3 format.

There will be a laser pointer available at the lecture hall.

The acoustics are good enough that most people can speak without microphones, but there will be both a headset and a hand microphone available. If you want to use them, familiarize yourself with them during the break. The helper will show you how they work.

Before the session

During the break prior to your session, upload and try your presentation on the projector.

Introduce yourself to the session chair.

During the session

Use the time for questions of the preceding talk to get ready for your presentation. The session helper will start your .ppt one to two minutes before your presentation is scheduled to start.

At the scheduled time, the chair will introduce you and state the title of your presentation.

Time. Since there are seven parallel sessions it is important that each presentation starts and ends at precisely the designated times. The audience use the time for questions to change lecture hall and presentations exceeding the time limit prevent moving in a timely manner. Your presentation must therefore not exceed the allotted times:

> Keynote total 40 min, 30 + 10 min for questions.

> Lecture total 15 min, 10 + 5 min for questions.

The session chair will ensure the program proceeds precisely according to schedule.