

Instructions for speakers and chairpersons

Instructions for Speakers

Please prepare a PowerPoint file with your presentation and include the Paper Reference and the Last Name of the presenting author in the filename. Please bring this on a USB memory stick to the reception desk as soon as possible after your arrival at the conference and at the very latest on the morning of your session. Please ensure that the duration of your presentation is maximum 12-minutes. Ideally, please also provide the chairperson with a short bio before the start of the session (to be handed in at reception with your presentation).

Instructions for Chairpersons

Session chairs are responsible of the organisation of the presentations and discussions. There will be one chair and possibly one co-chair person for all sessions. Please agree with your co-chair(s) on which slot session you will be chair and inform us as soon as possible of your decision.

All oral presentations allocated to your topic can be found on the detailed programme that can be found on page: <http://floodrisk2016.net/programme/>, but you can now choose the order of appearance within each slot. Access to the full papers of all presentations (or to the extended abstract if no full paper has been submitted) will be made available on the FLOODrisk2016 website from mid-August. Please choose the order of the papers as soon as possible and inform the FLOODrisk Scientific Committee by email at: scicom@floodrisk2016.net

Session chairs are responsible for introducing speakers, moderating the question session, providing conclusion remarks and enforcing the time limits. Speakers are asked to upload their presentation and to provide their short bio prior to the session, so please make sure you are present in the session room at least 15 minutes before the start of the session. The time allocated for each regular presentation is 12 minutes plus 3 minutes for short questions and answers. You may prefer to group presentations and allow for discussion time at the end of your session or any other preferred option. It is important that you respect the duration of your session of 90 mn strictly to enable delegates to move to the exhibition hall or between rooms in between sessions. If a

presenter is absent then please manage the extra time for extra discussion or for additional time for presentations.

Furthermore, chairpersons are asked to provide brief notes on the main observations during their session (i.e. technical trends, breakthroughs etc.) for purposes of the closing session on the questionnaire sheet that will be provided before the start of each session. Technical assistance will be available from FLOODrisk 2016 team members.

Instructions for Posters

Please prepare your poster in an A0 vertical format, print it and bring it to the Conference. Poster holders are 2.1 m long and 0.945 m wide. They are located in the exhibition hall and you are asked to hang your poster on your arrival after registering for the event at the registration desk. There will be a reference number matching that of your poster on your allocated poster board.

Please make sure to include the paper reference and the related topic on your poster.

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OCTOBER 2016

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