

Presentation instructions – Baltic ALD 2014

Venue information

The conference will be held in University of Helsinki facilities at Physicum (Gustaf Hällströmin katu 2A). A map and traveling instructions to the venue can be found on the conference website.

<http://www.aldcoe.fi/bald2014/transport.html>

Internet

Wireless Internet will be accessible in the conference venue. The usernames and passwords needed for access are included in your registration material.

Poster presentations

The poster boards are located in the lobby of the conference venue. Please enquire directions to the specific site of your poster at the registration desk upon arrival on-site.

General

- Posters can be on display during the whole conference on May 12–13, 2014. The poster presentations are scheduled to May 12, 2014 at 16.30-18.30.
 - Poster presenters are encouraged to be at their posters during the allocated viewing time to engage in discussion about their work.
- You are responsible for printing and bringing your poster to the conference site.
- You are responsible for displaying your poster and taking it down at the end of the conference on May 13, 2014. The removal of posters should be done by 5 pm. The posters not removed by the said time will be removed from the board by the organizers.
- Please check the correct board number for your poster presentation at the registration desk.
- Thumbtacks/pins will be provided onsite.

Size and lettering

- Size of the poster should be A0 (1189 cm height and 841 mm width).
- Posters should be in English.
- Text should be readable from five feet / 1.5 meters away.
- Text size: at least 70 point in title, 40 point in section title, and minimum of 25 point in block text.
- Avoid using of fancy fonts. Black text is the most legible.
- Use between 1.2 and 2.0 line spacing.

Oral presentations

The oral presentations are held at Lecture Halls D101 and E204. Please check the scheduled presentation date and time from the conference program.

<http://www.aldcoe.fi/bald2014/program.pdf>

General

- Using a PowerPoint presentation is strongly suggested, but pdf-format is also allowed.
- Bring your presentation on a USB memory stick to the oral session.
 - You are responsible for loading your presentation to the computer of the corresponding conference hall your presentation will be held.
 - Please, take care that this will take place no later than during the previous break before your presentation. Assistance will be available on-site.
- Microphones will be used to ensure sufficient audibility in the whole lecture hall.
 - Please come to the front of the lecture hall during the presentation previous to yours, so that the necessary preparations can be done.
- The length of presentation is 12 minutes, and an additional 3 minutes will be reserved for discussion at the end of each presentation.

IMPORTANT

The conference schedule is very tight and therefore we kindly ask you to stick to the presentation time allocated.

Equipment

The lecture halls are equipped with a PC, a data projector, a wireless Internet connection, a microphone and a laser-pointer.

The presentation computers in the lecture hall, provided by the organizers, are used for the presentations. Using your own computer is not allowed.