



# ORAL AND POSTER PRESENTATION GUIDELINES

## INSTRUCTIONS FOR SPEAKERS AND POSTER PRESENTERS

### 1. Oral Presentations

PowerPoint projection will be available in the session halls which are equipped with a laptop computer and a projector. Overhead projection and slide projection are not available.

All the hardware will be provided by the Congress to ensure consistency in technical quality and allow for quick and smooth transition between the speakers.

Each speaker must ensure that his/her presentation (incl. questions) is no longer than that stipulated in the programme. **The Chairpersons will be strict on timing.**

### **Instructions for PowerPoint presentation**

In order to ensure a successful and trouble free presentation, please follow very carefully the instructions given below. Only the computers provided on site can be used.

### **Presentation requirements and supported formats**

The Preview System supports the presentations made with the following tools:

- MS Office
- Adobe PDF
- Open Office

The Preview System supports the Standard Western Europe fonts (including Greek alphabet and usual mathematics symbols). If the presentation contains special characters or needs other fonts, they have to be provided by the speaker in the Preview room.

Slides must be sized for an on-screen show of 4:3 and NOT 16:9.

The video files attached to the presentation must be located in the same folder as the presentation files.

The following mass storage devices are accepted:

- CDROM / DVDROM
- USB Key
- Laptop

We strongly recommend that you save your presentation on two different devices.

### **In the Preview room**

***(room 315, opening hours 07:30 to 17:30 Monday 9 September to Thursday 12 September)***

All speakers must go to the Preview room in order to download their presentation and associated files, preferably the day before and at least 5 hours before their session start.

***Speakers scheduled on Monday afternoon must load their presentation either on Sunday 8 September (17:00 - 19:00) or on Monday morning (7:30 - 11:00).***

Speakers will be able to check the presentation and, if needed, make slight modifications.

Technical assistance will be available in the Preview room during opening hours.

### **In the Conference room**

The files uploaded in the Preview room will be downloaded without any modification on the venue network to be viewed in the session hall.

Warning: No presentation can be downloaded on the Conference computer directly.

### **Presentation's Privacy**

At the end of the congress, ALL presentations and associated files will be deleted.



**KEY TO LECTURE / POSTER NUMBERS**

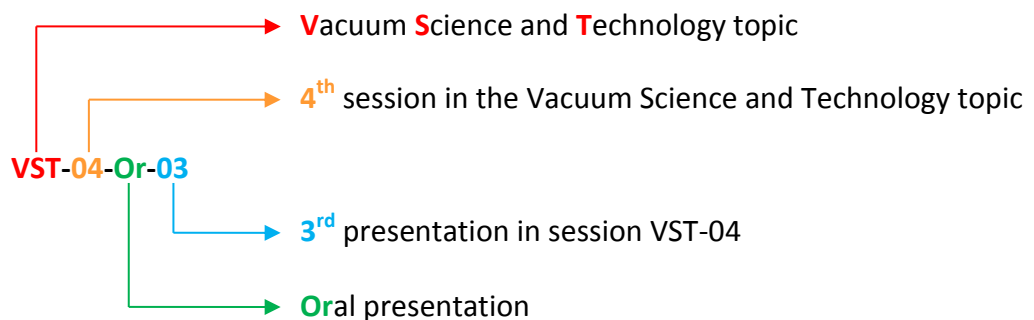
**Scientific topics**

- |   |             |
|---|-------------|
| • Applied Surface Science   | <b>ASS</b>  |
| • Astronomical Frontiers for Surface Science                          | <b>ATS</b>  |
| • Biointerphases  | <b>BI</b>   |
| • Cultural Heritage   | <b>CH</b>   |
| • Electronic Materials and Processes                                  | <b>EMP</b>  |
| • Energy and Sustainable Development                                  | <b>ESD</b>  |
| • Frontiers in Photoelectron Full-Field Imaging and Spectromicroscopy | <b>FPI</b>  |
| • Functional Molecules and Molecular Machines                         | <b>FMMM</b> |
| • Ionic Liquids Surfaces and Interfaces                               | <b>ILS</b>  |
| • Nanoscience and Technology  | <b>NST</b>  |
| • Plasma Science and Technology                                       | <b>PST</b>  |
| • Surface Engineering   | <b>SE</b>   |
| • Surface Science   | <b>SS</b>   |
| • Thin Films  | <b>TF</b>   |
| • Vacuum Science and Technology                                       | <b>VST</b>  |

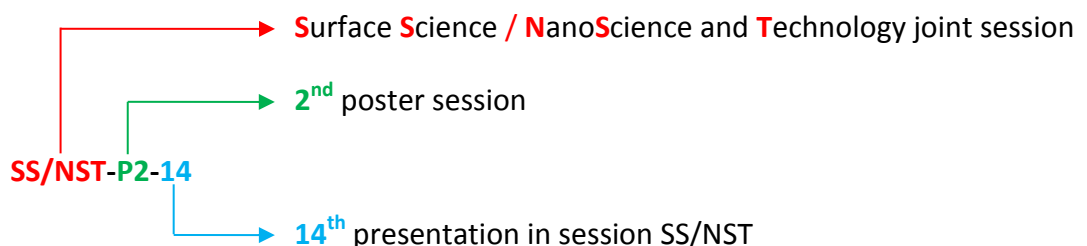
**Type of presentations**

- |                       |    |
|-----------------------|----|
| • Plenary lecture     | Pl |
| • Keynote lecture     | Kn |
| • Invited lecture     | In |
| • Oral presentation   | Or |
| • Poster presentation | P  |
| - session #1          | P1 |
| - session #2          | P2 |
| - session #3          | P3 |

**Lecture numbers**



**Poster numbers**



**GENERAL INFORMATION**

**On-site registration..... Level 0**

The registration desks and the congress secretariat will be opened:

- Sunday 8 September, 16:00 - 19:00
- Monday 9 September, 07:00 - 18:00
- Tuesday 10 September, 07:00 - 18:00
- Wednesday 11 September, 07:30 - 18:00
- Thursday 12 September, 07:30 - 18:00
- Friday 13 September, 07:30 - 12:30

**Plenary sessions ..... Grand Amphithéâtre, level 0**

- Monday 9 September, 09:00 - 12:00
- Tuesday 10 September, 09:00 - 12:00

**Oral sessions..... Lecture halls, level 3**

- Monday 9 September, 14:00 - 18:00
- Tuesday 10 September, 16:00 - 18:00
- Wednesday 11 September, 08:00 - 12:00 and 16:00 - 18:00
- Thursday 12 September, 08:00 - 12:00 and 16:00 - 18:00
- Friday 13 September, 08:00 - 12:00

**Poster sessions ..... Level 3**

- Tuesday 10 September, 14:00 - 16:00
- Wednesday 11 September, 16:00 - 18:00
- Thursday 12 September, 14:00 - 16:00