



EUROCOALASH 2019

10 - 12 June 2019, Dundee, Scotland

Organisers:



University
of Dundee

Dundee & Angus
COLLECTION BUREAU
WORKING WITH YOU FOR YOU



ALL AUTHORS ARE ALLOCATED **20 MINUTES** FOR ORAL PRESENTATIONS

This includes time for questions and answers (usuaily 15 mins presentation, 5 mins Q&A) although a 10 minute discussion slot will be available at the end of each session for general questions.

ORAL PRESENTATIONS (Microsoft PowerPoint Compatible)

- **Projection Facilities.** Computer facilities at the conference venue run on a Standard Operating Environment (SOE) with **Microsoft Windows 10**.
- File Format – **Ensure your PowerPoint is saved in .pptx format** as this will include items such as audio, video and external links far easier.
- Presentations should be saved in 16:9 format.
- Presentations will be run through the PCs at the Conference Venue. Please note that **no presentations from laptops/tablets** will be allowed for security and timing/connection reasons.
- Authors should ensure that they bring electronic copies of their presentation and associated files on CD/DVD or USB pen drive. Please virus check the hardware before loading onto the conference computer system.
- Please label the presentation file with your **Paper ID and Surname**.
- A Visualiser (OHP) will be available for clarification of points during discussion.

PROCEDURE FOR PRESENTING AUTHORS

1. **Presentation Preview Computers** will be available at the conference to check that your presentation runs properly on the Conference Operating System.
2. Once you have previewed your presentation, you must take your CD / DVD / USB Pen Drive and deposit them with the Projectionist **at the particular venue** you are presenting. Please do this as quickly as possible and **at least ½ hour** before the session in which you are presenting begins.
3. It is advised that you arrive at your presentation venue **at least 10 minutes** before your session begins to enable you to meet the session Chairman.

POSTER PRESENTATIONS

Poster presentations will be allotted a **maximum space of 841 x 594 mm** (Single European/ISO 'A1' sheet) in **Portrait Orientation**. Authors should ensure that the *Paper Title, Authors and Conference Sub Theme* under which the paper will be considered is included on the poster. Authors should submit their poster to the Conference Team member at the **Registration Desk on arrival at the Conference**.

Authors should ensure that they are available at their poster during the allotted presentation times, i.e. tea/coffee and lunch breaks.