GUIDELINES FOR PRESENTATIONS

Planning your presentation

- A 20-minute slot is allocated to your presentation, which includes the session chair’s introduction of each of the three speakers in one session. You should have 10 minutes for the presentation and allow 10 minutes for a debate or Q&A. Please plan your presentation to fit the schedule.

- If you would like to hand out material, please make sure everything is printed in advance, as there will be limited possibilities to produce presentation materials at the conference venue.

Practicalities

- The venue for a presentation is a standard classroom. If any special facilities or technical support are required, contact the conference team kth-sotl@kth.se.

- Please arrive at least 10 minutes in advance of the session that you are presenting in and upload your presentation to the venue PC.

Venue

KTH Campus Valhallavägen, Library Building