



14th International Conference on the Biogeochemistry of Trace Elements

16-20 July, 2017 - ETH Zurich, Switzerland

Guidelines for oral presentations

Upload

The program booklet that you will receive at arrival will have the detailed schedule and location of each session. Report to the room where your talk is planned at latest during the break before your session or (if it's the first session in the morning) before the start of the morning plenary session to get your presentation uploaded by our staff.

If you must test your presentation on the local computer, make sure you report to the room early enough.

Format

Each lecture room has a Windows laptop with Office 2010 and Acrobat Reader. Presentations can be shown as Power Point or Pdf pdf slide shows in 4:3 and 16:9 video formats.

Only the room's laptop can be used. Use of own computers is not possible. If you prepare your presentation on a Mac, make sure that it runs correctly on Windows as well.

Time

- **Plenary:** 40 minutes presentation and 10 minutes discussion
- **Keynote** (only in Special Symposia): 25 minutes presentation + 5 minutes discussion
- **Regular oral:** 15 minutes presentation + 5 minutes discussion
- **Short talk:** 5 minutes presentation + 5 minutes discussion