

INSTRUCTIONS FOR ORAL PRESENTATIONS

The following guidelines will be of help when you prepare your oral presentation. Please note that the presentations for CercleS 2010 conference will be loaded onto the computer at the conference site. Do not send your presentation by email beforehand.

Equipment

Each session room at the conference will be equipped with the following audio visual equipment:

- Data projector
- Screen
- PC computer with Microsoft PowerPoint 2007 and internet connection
- Loudspeakers
- Document camera

There will also be an AV facilitator in each session room to help with any technical issues.

Presentation

To ensure the smooth running of presentations at the conference we would kindly ask the presenters to note the following:

1. Presentations are mostly given in sessions of three successive presentations. All presentations should be loaded onto the PC before the start of the session. Please give your presentation to the AV facilitator so it can be loaded onto the computer. We suggest that you do this at least 15 minutes before the start of the session.
2. Presentations may be in either Microsoft Powerpoint 97-2007 format (*.ppt, *.pptx) or Adobe PDF format. Please note that we cannot guarantee the quality of MacIntosh-based presentations, please check in advance their Windows compatibility.
3. If you use internet in your presentation, please check with the AV facilitator that the sites open properly, especially if your presentation includes video or sound clips. If you wish, you can send an email to the AV facilitator katri.laine-murhu@helsinki.fi and ask her to check the internet site beforehand.
4. You should bring your presentation on CD or USB storage device. For backup we suggest that you have both.
5. We recommend NOT to use your own laptops for presentation purposes.

The oral presentation should last 20 minutes, with an additional 10 minutes for discussion. The Chairperson will time your presentation. Please ensure that you keep to the programme timetable.



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The CercleS 2010 conference enhances multilingualism. Accordingly you are kindly asked to give your presentation bilingually in a manner that best suits the purpose of your presentation. The two languages (your presentation and the support material) will be mentioned in the programme and abstract book.

Handouts

'Handouts', photocopies of your presentation, are generally well appreciated by delegates. If you wish to distribute handouts, you should prepare them beforehand and bring them with you (approx. 40 copies) preferably in two languages. No photocopying will be available at the conference.

Note:

To prevent empty presentation times, please inform us by e-mail before Tuesday August 24, if you are NOT able to give a presentation at CercleS 2010 Conference (jaana.franti@helsinki.fi).

Abstract book

All the abstracts will be published both in the programme abstract book and on the conference website. Since the organisers cannot take the responsibility of revising the language of the abstracts, we would greatly appreciate it if, when needed, you would have the language checked yourself. Thus, responsibility for the quality of the language remains with the presenter.

Certificate of attendance

All participants of the conference will receive a certificate of attendance included in the conference material. All those giving an oral or poster presentation will be given a separate certificate upon request at the conference office.

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Suomen yliopistojen kielenkeskusten verkosto
The Network of Finnish University Language Centres



UNIVERSITY OF HELSINKI