

Instructions for Speakers

As a speaker, you must register for the conference. If you did not, we ask you please to register on site www.unitecr2009.org or at the local secretariat.

To ensure the conference runs smoothly and fairly for all participants, please do not allow your presentation to run overtime. Chairmen are instructed to warn when time is over.

Every oral presentation is limited to 15 minutes. Afterwards 5 minutes have been set aside for questions and discussion.

When offering or accepting to present a paper, the author (or at least one of the authors, if several) should present it personally at the Congress, which will bring more authority and ensure adequate quality of the answers to the questions that will follow.

Report to your Session Chairmen, in the room assigned for your session, at least 10 minutes before the start of the session.

We recommend not using too many PowerPoint slides in the presentation. Please make sure to name all co-authors, as well as any others who contributed to your work.

The paper should not be read. It is advisable to prepare an oral text presenting the highlights and stressing phases. It is important to talk to the audience. A microphone will be made available. This is your instrument of communication.

UNITECR strongly encourages speakers to make their presentations using computer-projection (MS-PowerPoint). No support is provided for overhead or slide projector. All conference rooms are equipped with computer and video/data projectors. Please note that using your own laptop is not permitted.

You are allowed to use a company logo in the MS-PowerPoint presentation, but please pay attention that it does not cross the maximum size of 4 x 4 cm.

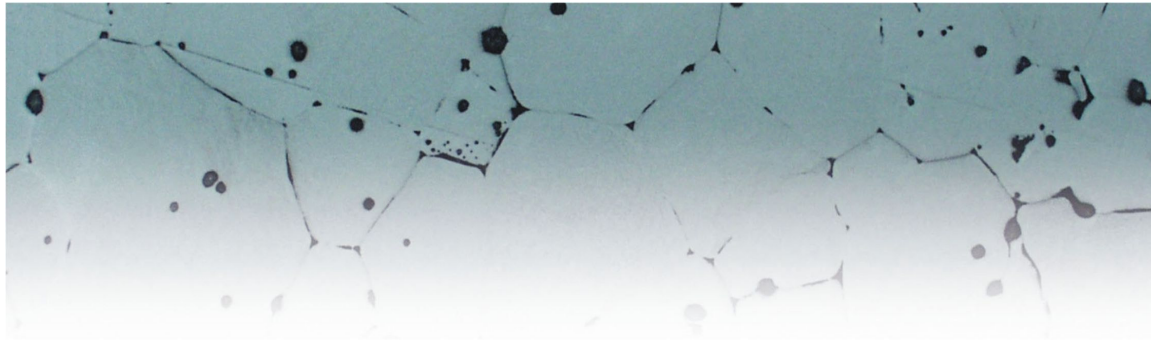
We kindly ask you to take part in the complete session and do not leave before the end of the presentations.

Your Session Chairmen have been asked to help stimulate discussion which will make the session more profitable for all concerned, but they also must ensure that the session remains on schedule for the benefit of those who wish to hear papers in concurrent sessions.

Your paper can not be re-scheduled within the session. So, please, do not ask this to your Session Chairmen.

All presenters are requested to submit their presentation at least three hours before the start of their session to the Media-Desk. If your session is in the morning, please submit your presentation the preceding evening.

Chairmen and Speakers will have an opportunity to meet one another at the Breakfast on the day of their session presentation. They will be served at Cais da Ribeira Restaurant (S1) at 7.15am. The tables will be marked and reserved. It will be very important to attend this brief meeting. Please, be sure to mark it on your calendar. This will ensure that you have enough time to get to know each other and to clear up possible questions.



We would like to make available your MS-PowerPoint presentation as a protected PDF file on the conference homepage www.unitecr2009.org to all participants. If you agree please sign the authorization form at the Media-Desk. You can also refuse the publication of course.

All active participants are expected to register officially, to pay the registration fee, and to cover all their own costs for travel and accommodation.

Instructions for Chairmen

As a Session Chairman, you must register for the conference. If you did not, we ask you please to register on site www.unitecr2009.org or at the local secretariat.

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Chairmen are requested to stimulate the audience to ask questions. If there are no questions, please ask simple questions to the Speaker in order to stimulate the audience.

Guide for the Session Chairmen

Every Session Chairman has two primary responsibilities: one is to the audience to ensure they are receiving the full benefits from the program; the other is to the speaker to ensure that he/she is able to present his/her paper under the best possible conditions.

At the conference an assistant and a receptionist will be present during each session to operate lights, projection equipment and to assist you in any way possible.

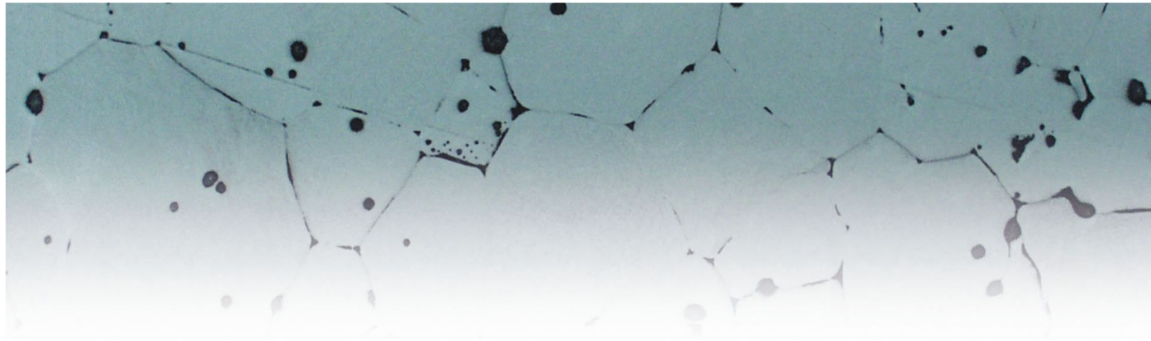
Below are listed some suggestions to follow:

Before the Session:

Be at the conference room at least 10 (ten) minutes before the session starts. This time is needed to work with your assistant and receptionist to check the operation of the media equipment, laser point, microphones and to ascertain the location and operation of light switches, etc.

Be sure all speakers are present and have turned their presentation to the media-desk.

Be certain that you have the correct names for introductions - keep introductions short. We recommend only the title of the paper, the speaker name and his/her position. For



the speaker who is not listed on the session program, you can ask, during the Chairmen and Speakers Breakfast Meeting, how he/she would like to be introduced. If there is no speaker for a presentation, this paper should be cancelled. You must wait until the next presentation is due to start.

No paper is to be started ahead of the scheduled time. In the event that a paper is cancelled, the time is to be used as a short intermission.

Review with each speaker the scheduled allotted time for his/her paper. Reinforce that his/her time slot includes his/her presentation and any discussion.

During the session:

Open the session on time. It is convenient for you to introduce yourselves briefly at the opening of your session. Adhere to the scheduled times in the printed program.

Allotted time for presentation is 20 minutes, 15 minutes for oral presentation and 5 minutes for discussion.

Encourage those attendees who are standing to take seats. If necessary, interrupt the session to discourage crowding in the back of the room and around the entrance.

Be sure that you can be heard by everyone.

Be certain that the speaker can be heard by the entire audience. If you feel it necessary, interrupt him/her and request that he/she speaks louder.

Limit the discussion of a paper to the allotted time (no more than 5 minutes). Keep the discussions flowing.

Microphones will be provided for the speakers and the audience. Please advise them to use the microphones properly to their best advantages.

Please ask those who ask questions to identify themselves (name and company name).

Make sure that questions and answers are heard in all parts of the room. Repeat the questions, if necessary.

Do not allow the discussion period to become a mumbled session between one or two persons and the speaker. Insist on order.

Media-Desk

The media-desk will be at Florbela Espanca Room, you will find it on the same floor as Fernando Pessoa Auditorium

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