

IAGA 2009 Oral Presentation Guidelines  
(Version of August 20, 2009)

The oral presentations at the Sopron Assembly follow each other in for 15-minute slots. Therefore the oral talks are recommended to be about 12 minutes long followed by a 2 minute long question-answer period. You are kindly asked to prepare your figures accordingly.

Each session room will be equipped with a laptop PC, a video projector, a microphone and a laser pointer. The laptop PCs will have Windows XP, Microsoft Office 2007, Adobe Reader, Windows Media Player, Quicktime player, and Real player installed.

The format of presentations should be one of the followings: .pdf, .ppt, .pptx, .pps, .ppsx ([ppsx] = MS Office 2007 format, [pps] = MS Office XP/2003, [pdf] = Acrobat Reader). Supported type of media files are: [avi] = encoded to DivX5, Xvid or Windows Media Player compatible avi format, quicktime format, realplayer format.

We can receive your presentation file in any of the following ways:

1. Recommended way: You can upload the file clicking to <http://upload.iaga2009sopron.hu/>
2. Recommended way: You can bring your presentation to the IAGA Assembly in memory stick (pen-drive) or CD to the Uploading Room (situated in the Conference Centre), where the uploading will be carried out by our technicians. The capacity of this room will be enough only for uploading the file, and for a quick rehearsal, and definitely not for preparation of your presentation!

Deadline of uploading the file in the Uploading Room: 90 minutes before the start of your session.

<i>Sessions</i>	<i>Uploading not later than</i>
Time block 1: 08:30-10:00	Previous day
Time block 2: 10:30-12:00	Before 09:00
Time block 3: 13:30-15:00	Before 12:00
Time block 4: 15:30-17:00	Before 14:00

You are kindly asked to accomplish it during the IAGA week as soon as it is possible. All presentations of Monday morning should be uploaded on Sunday.

(In emergency cases you may upload your file directly in the session hall, during the break, before your session.)

*Opening time of the Uploading Room:*

August 23, Sunday: 12:00-22:00

August 24-28, Monday-Friday: 8:00-18:00

August 29, Saturday: 8:00-15:00

*Opening time of the session halls:*

August 24-29, Monday-Saturday: 8:00-17:00