



INFORMATION FOR PRESENTERS

Many thanks for holding a presentation on the IASCL 2024 Congress in Prague! Here is the information for presenters in symposia, oral sessions or poster sessions.

1. Locating your room

Your session is assigned a time, date, and location. You can check the programme with the room location, searching for your name or presentation title on the IASCL 2024 website:

<https://iascl2024.com/program/schedule/>.

Volunteers or staff will be operating the session rooms (except plenary room) and a floating technician will be available at the venue.

2. Session rooms

All rooms are equipped with up-to-date presentation systems with the ability to show ppt/pdf presentations, sounds and videos. It is possible to connect your own laptop using the HDMI interface, and also use the computer provided in the room. If using your own laptop, please bring your own adapter to connect your computer so that it is possible to plug in the HDMI connector (the full-size version). Many laptops today, whether Mac or PC, only have USB-C or their own proprietary connections and not the full HDMI – please be aware of that.

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To ensure that the presentations work fine, please come to the room assigned for your symposium or individual presentation in the following time intervals before your presentation. You will be able to check if your laptop connects smoothly, or upload your presentation to the computer:

Tuesday

- 8:00 – 9:00/ 12:30 – 13:30

Wednesday

- 8:00 – 9:00/ 12:30 – 13:30

Thursday

- 8:00 – 9:00/13:30 – 14:15



Friday

- 7:30 – 8:15/ 12:30 – 13:30

3. Chairing in symposia

The symposia will be organized by the convenors, and they should do their own arrangements with the speakers, including time keeping. We kindly ask convenors and presenters to come to the assigned room in the times specified above, so that the equipment can be tested, or presentations uploaded. Also, please be present in the room 5 minutes before the assigned slot starts. Each room will have an assigned volunteer or local committee member who is familiar with the presentation system.

4. Chairing of individual sessions

Individual spoken presentations will be chaired by local organizers. We ask presenters in each session to come to the assigned room in the times specified above, so that the equipment can be tested, or presentations uploaded. Also, please be present 5 minutes before the start of the session to make sure the chairs know that all presenters are available.

5. Poster orientation and size

Posters will be displayed on two-sided boards. The poster boards have portrait (vertical) orientation and fit the A0 format, i. e. 85 x 120 cm (33 x 47 in). Material for attaching to the boards will be provided.

6. IASCL mobile application

All conference information can be found on our IASCL 2024 mobile app that where all participants will have access to beginning July 3rd. The app is available on App Store (Apple), Play Store (Google) under the name "Whova". Detailed Guidelines how to access and use the App will be provided on July 3rd.



7. Conference registration

The registration desk will be open every day (including Monday) from 8.30 AM to 5:00 PM. It is located in Foyer of the Main entrance of the university. You can pick up your badge and conference bag here. Please always wear your badge on the conference site: it serves as your admission ticket for all conference activities and security check.

8. Plenary talks

All plenary talks in the P131 room will be interpreted to Sign Language.

9. Wi-Fi

Wi-Fi is available at the conference venue. The Eduroam network is accessible for all participants. If you have not access to Eduroam network, you will get your access code at the registration desk.

10. Accessibility

All rooms are accessible for people using wheelchairs. Please ask our collaborators for guidance regarding specific rooms. The routes will be marked in maps you obtain in the attendance materials.

11. Photocopies

The conference won't be able to provide photocopies but several shops in the neighbourhood can do that for you (price vary from 0.2 euros to 0.1 euros per page).

Should you have any questions, please do not hesitate to contact us: secretariat@iascl2024.com

Good luck with your presentation!