

GUIDELINES FOR AUTHORS SELECTED TO PRESENT A PAPER IN RIF SESSIONS

1. Organisation of Sessions

Each session will be run according to this programme:

Session	Date	Time	Room
RIF Session 3	Tuesday 4 June	09:00 - 10:30 hrs	N 101+102
RIF Session 4	Tuesday 4 June	16:30 - 18:00 hrs	N 105+106
RIF Session 2	Wednesday 5 June	16:30 - 18:00 hrs	N 101+102
RIF Session 1	Thursday 6 June	16:30 - 18:00 hrs	N 101+102
RIF Session 5	Thursday 6 June	16:30 - 18:00 hrs	N 105+106

Order of presentations will be given in the special reports (available on <http://www.cired2019.org> by the end of April). Authors should note the order of presentations (which will be confirmed at the briefing session) and sit in the front row of the room waiting for the Chairman's invitation to come to the stage. The Session Chair and Rapporteurs will expect everyone involved in the Session to be in the appropriate conference room at least 15 minutes in advance of the start of the RIF.

Between 5 and 12 minutes will be allocated to each author for his/her presentation (depending on the session). Time is always limited and authors are asked to be ready to make their presentation without delay. If the Chair indicates that time is pressing, authors are asked to respect this request and conclude immediately.

2. Supporting PowerPoint Presentation

The **PowerPoint file** supporting the presentation is to be prepared and delivered by email (c.dizier@aim-association.org).

It is mandatory that all delegates send their presentation by **Wednesday, 15 May** at the latest, using the PowerPoint template. These presentations will be quickly checked by your session chair.

The PowerPoint **template** is downloadable from the website Guidelines and Templates:

<http://www.cired2019.org/page/authors>

Authors are requested to use this template in order to avoid any compatibility problems. The PowerPoint should not exceed 8MB. Please ensure that all pictures are compressed before sending.

Format of your document: only .ppt (or .pptx) and .pdf documents will be accepted.

If you need to **update your presentation in Madrid**, you can go to the Upload Room (N 107), located on the 1st floor near the conference rooms, preferably the day before your presentation. This room will be open from 15:00 hrs on Monday 15 June. There is no possibility of uploading your presentation in the conference room.

Upload Room (N 107) opening hours :

3 June	15.00 hrs – 18.00 hrs
4 June	08.15 hrs – 18.00 hrs
5 June	08.30 hrs – 18.00 hrs
6 June	08.30 hrs – 18.00 hrs

There is no time available for each speaker to connect and use his or her own computer to make the presentation. Only presentations installed on the server will be presented (sent in advance or from the Upload Room).

3. Pre-Session Briefings

There will be a pre-session briefing meeting for each session for preparation of the session with the Chair and Rapporteurs. All those involved will be requested to attend (chair, rapporteurs, assistants and speakers).

These briefings will be held in the conference room 30 minutes in advance of the start of the RIF session :

Day	Time	Session	Room
Tuesday 4 June	08.30 hrs	RIF 3	N 101+102
Tuesday 4 June	16.00 hrs	RIF 4	N 105+106
Wednesday 5 June	16.00 hrs	RIF 2	N 101+102
Thursday 6 June	16.00 hrs	RIF 1	N 101+102
Thursday 6 June	16.00 hrs	RIF 5	N 105+106

4. Your Checklist

Before the conference

- Did I prepare a presentation file (.ppt; .pptx or .pdf) and send it by 15 May at the latest?
- Did I prepare a back up of my presentation (accessible in Madrid)?
- Did I register for the conference by 6 May to confirm the presentation of my paper?

During the conference

- To participate in the pre-session briefing meeting with your Session Chair and Rapporteurs
- To be ready to go on the stage in the appropriate RIF room (N 101+102 or N 105+106) during the appropriate RIF session

FOR FURTHER INFORMATION ABOUT THESE GUIDELINES, PLEASE CONTACT:

c.dizier@aim-association.org