

NBS 2017, October 24–26 2017, Tallinn University, Estonia

Instructions for Oral Presentations

All presentations and questions must be delivered in English, as English is the official language of the conference.

Each oral presentation will be 15 minutes, with 3-5 minutes of questions and answers at the end. Please plan to stay within your time.

Please note that only presentations for Windows computers and Windows compatible are to be used (NO MAC). UNIX format is not allowed.

All lecture rooms will be equipped with PC laptops with Windows, data projectors and a large screen. The rooms will have audio systems with microphones. Other formats for making presentations such as overhead projectors and slide projectors will NOT be available.

Presenters are not permitted to use their own laptop for their presentation.

Even if you have sent the presentation in advance, it is still recommended to bring it to the conference on a USB drive just in case.

Instructions for presentation files

- Please save your presentation in a MS PowerPoint format.
- We recommend to 'Save As' PowerPoint Show: PPS or PPSX file (for sending by email max 24 MB).
- We cannot accept PowerPoint presentations with macros (.pptm, .ppsm).
- All videos or animations in the presentation must be embedded and run automatically!
- We cannot guarantee the smooth flow of linked data, pictures, websites or audio/video files from online sources.

Pictures/Videos

- Please only insert images into your PowerPoint presentation. Copy/paste may not result in displaying them correctly.
- Please keep image resolution max 300 dpi for optimal file size/visual effect ratio.
- We cannot provide support for embedded videos in your presentation; please test your presentation in advance.
- Please ensure any video files you might have are in either Quicktime-friendly mp4, H264 codec or WMV format for earlier PowerPoint versions.
- For Full HD videos, please let us know before the meeting and we will test it.

Keep things simple for maximum impact!

Speakers should normally be in their assigned meeting room 10 minutes before the beginning of the session so as to meet with the Chairperson and other presenters and receive instructions.

How to submit your presentation

We recommend to send the presentation in advance presentations@nbs2017.eu. with Subject: Session oral presentation.

Please bring your presentation on a USB drive to the Preview room at least one day before your oral presentation. There will be a technician who will help you with saving the presentation on the computer. If your file is larger than 24 MB or you have other questions about sending the file, please write to the same e-mail address.

Presentations on the NBS 2017 website

We encourage you to consider archiving your presentation. Doing so makes it publicly available and citeable by yourself and others. In addition, those interested can easily download it for later reference and it may provide increased visibility for your work (e.g. to those not attending the conference or who were there but missed it among the hundreds of others). To make the oral and poster presentations available the authors are requested to provide a PDF presentation file.

Please note that all presentations will be placed on the NBS 2017 website following the meeting as a service to all delegates, unless the author requests NBS 2017 not to do so (in this case, please contact presentations@nbs2017.eu).

To make the oral presentation available to a broader audience, authors are requested to provide a PDF of oral presentation to presentations@nbs2017.eu with Subject: Web oral presentation (file S(xx)_(yy): where xx is your presentation date (25 or 26), followed by the yy presentors' name).

To complement the poster presentation, authors are requested to provide a PDF presentation file (max 4 pages). It is necessary that you send the PDF of your Poster presentation to presentations@nbs2017.eu with Subject: Web poster presentation (file P_presentors' name).

For security reasons we DO NOT accept archive files (.zip, .arc, .rar etc.). Please send your presentation file unpacked.

Note: Please send files up to 24 MB.

IMPORTANT: Your PDF presentations for the website are needed by 30 October in order to create a full materials of the conference.

If you have any further questions regarding the event feel free to contact the Conference Secretariat (e-mail: info@nbs2017.eu).