

## TECHNICAL INSTRUCTIONS FOR PRESENTERS AND PARTICIPANTS

### DEADLINE FOR ALL PRESENTERS 28.9.2011

28.9.2011: Deadline for all the presenters to submit their presentations (written keynote presentations, powerpoint presentations) via email to [lisa.lonnroos@hanaholmen.fi](mailto:lisa.lonnroos@hanaholmen.fi)

### EQUIPMENTS OF CONFERENCE ROOMS

Each presentation room will be equipped with a laptop computer and a projector for PowerPoint presentations. Please note that presenters in plenary and parallel sessions should prepare their presentations using PowerPoint 2007 if intending to use presentation software. Presentations will be projected from a computer running Windows XP. MAC users should bring their own adapter to connect to the VGA cable.

### PRESENTATIONS WILL BE RECORDED (AUDIO/VIDEO)

All the keynote presentations and some parts of the parallel group sessions/workshops will be recorded and made available for public viewing through the symposium webpage and through the webpages of co-operating organizers.

All the written keynote presentations as well as the PowerPoint -presentations will be made available for public viewing through the above mentioned webpages.

### IF POSSIBLE, BRING YOUR OWN LAPTOP

We want to save natural resources, paper included. This is why we highly recommend participants to bring own laptop with wireless Internet enabled if possible. As a policy statement the organizing team has decided to avoid copying symposium material beforehand and during the Symposium. All the material submitted by the deadline 28.9.2011 will be made available online as we proceed through the symposium programme. So we're looking for, if not a completely paper-free symposium, as minimal amount of printed paper as possible. Wireless connection is available throughout the Symposium venue. Remember to bring battery chargers for all equipment needing them.