

Presentation Guidelines SSEO 15

General Information

All presenters and poster presenter regardless of presentation format, must be registered to attend and to participate in the 15th IAA Symposium on Small Satellites for Earth System Observation.

Speakers Check IN: Information for speaker / oral presentations

All sessions will start on time. If you can't make it to the symposium or your assigned presentation time, please let us know.

Please note: There will not be an option to use your own device in the conference room.

All presenters please bring their presentation on a USB storage device. We recommend also bring a back-up copy of your slide presentation and media files with you.

For uploading your presentation each speaker has to come before the presentation slot to the Speaker Check-In in the foyer of the venue LEH.

Your slides will then be uploaded to the presentation laptop and will be ready in the conference room at the time of your presentation for an easy start of your presentation.

Speaker Check-In is open Mo-Thu day from 08:00am until 5:00 pm and on Sunday for a pre-CheckIn from 6-7.30pm.

Please provide your presentation slides the **latest**:

- 8:30am of the presentation day for presentations in the first half of day
- 1:00pm of the presentation day for presentations in the second half of day

Prepare Your Presentation

Be considerate to the other speakers and audience by staying within your allocated time. The allocated time for your presentation includes a discussion and changeover to the next speaker. This is essential to ensure adequate time for questions and discussion as well as adherence to the schedule. Please discuss the same material as reported in your abstract submission.

Presenters are requested to arrive at the main conference room at least 10 minutes in advance of the beginning of their session in order to meet the session chairpersons for final preparations.

Presentations are limited to 15 minutes followed by 5 minutes questions and answers.

Please do not use fonts smaller than 16 pt on your slides. Your presentation can be in power point or pdf format. No special Mac formats are supported. We cannot guarantee that any animations will be depicted as intended.

On Presentation (main conference room at LEH)

You can switch the slides with the laptop provided at the main conference room
Time card and caution bells will be rung according to the remainder of your presentation time.

Audio-Visual Equipment

The main conference room is equipped with

- a stage
- data projector
- screen
- microphone and a laser pointer
- Slide advancer (clicker)
- preview monitor on stage
- little preview monitor on the speaker's desk

Poster Presenters

The format of your poster should be A0 in portrait format. Please put your poster up on your dedicated poster spot (you will find a marker with your abstract ID on the poster walls) before the poster session.

Presenters in Poster Session 1 may put their poster on Monday, May 05th and remove them shortly after the Session on Tuesday.

Presenters in Poster Session 2 may put their poster on Wednesday, May 7th and remove them after the conference closing session on Thursday.

We provide you with the necessary material and will support you to fix your poster. **As there is no possibility on-site to print your poster, please bring it with you to the conference.** During the poster session you will have the chance to briefly (~1min) present your poster to the poster session chairs upon their request.

All Presenters

The handling of personal data is controlled by the General Data Protection Regulation (GDPR) and associated legislation.

Therefore, every speaker has to fill out and sign the DLR Declaration of consent at the registration desk onsite.