LCM2011 – instructions for speakers

Dear speaker,

to prepare for LCM2011 please read the following information carefully and adhere to the instructions for speakers:

- The time slot of each oral presentation is **15 minutes**. This is due to high demand and to keep introductions short.
  You will have **12 minutes** for the presentation itself and **3 minutes** for questions from the audience.

- Please check the timing and session assigned to your presentation in the email and program at:
  https://www.conftool.com/lcm2011/sessions.php

- Please double-check the timing and session about a week before the conference as there might be last minute changes.

- Your presentation must be **upload**ed into the LCM system by **August 15th** latest. It is not possible to copy your presentation at the conference or even to use your own computer for doing the presentation.

- Please upload your presentation as Powerpoint **and** PDF. The conference will use Windows7 and Office2010 in case you have the choice of formats.

- For the paper upload, please follow these steps:
  - Log in into your account at
    https://www.conftool.com/lcm2011/index.php?page=login
  - Select "Your submission"
  - If you have several abstracts submitted, choose the one which was accepted for oral presentation.
  - Select the link "Upload contribution" at the right side of your abstract.

- The presentations will **NOT** be made available through the conference website. Only the abstract and - if submitted - the full paper will be published.

- Please come to the session room 10 min. before the session starts to introduce yourself to the session chairs and to check with the technical staff that your presentation works properly. Bring the presentation on a USB stick for emergencies.

Please do not hesitate to contact me if you need further information.

Kind regards

Marzia Traverso