

Guidelines for Invited speakers

Presentations of the invited speakers are limited to 30 minutes: 20-25 minutes for presentations and 5-10 minutes for discussions.

The lecture hall is equipped with Windows 7 enterprise and Office Professional 2010 and only supports presentations in Microsoft PowerPoint in 16:9 size. It is not possible to use one's own laptop for the presentation. During the break before each session, presenters can check if their presentation works correctly on the screen.

MAC users should contact the conference organization, so that MAC presentations can be made compatible with the lecture hall's Microsoft computer programmes. This also means we have to receive the presentations well in advance of the conference.

Because of the tight schedule, it would be appreciated if oral presentations could be sent to the conference e-mail address Metalsoaps2016@rijksmuseum.nl before 10 March, using:

- WeTransfer (www.wetransfer.com) – *recommended, very easy and no registration, or*
- Dropbox – *if you have a Dropbox account, you can share a link of your presentation with us*

If it is not possible to send the presentation before the start of the conference, presenters are requested to upload their presentations with the technical staff according to the schedule below. The deadlines for uploading presentations and the names and corresponding invited speaker numbers can be found in the online programme or in the programme booklet.

Invited speaker 1 – before 10 March

Invited speaker 2 – before 10 March

Invited speaker 3 – 14 March between 10.30 – 11.00

Invited speaker 4 – 14 March between 12.45 – 14.15

Invited speaker 5 – 14 March between 12.45 – 14.15

Invited speaker 6 – 15 March between 10.15 – 10.45