POLAR2018 –Where the Poles come together
Open Science Conference
19 – 23 June 2018
Davos – Switzerland
Presenter Guidelines

Oral presentation

Schedule and talk duration

With your acceptance notification, you received the time of your oral session. Please use the online program iPlanner to check the exact time and duration of your talk, find your session room name, or create your personal session program, download the complete program or read any abstract you like. Oral sessions are bright green in the online program.

- A **standard talk is 15min long**: 12min talk + 3min question time
- A special talk is 30min long: 24min talk + 6min question time

Session rooms are equipped with a presenting laptop (Windows) connected to an LCD projector (VGA connected) a speaker system, Wlan and an IP Plus internet connection for the presenting laptop.

Presentation format

Please bring your presentation as PowerPoint or as a PDF as only those formats will be supported. The file name of your presentation has to contain your **surname** and the last four digits of your **abstract number** (between 0001 and 2607) for a clear identification.

Presentation upload

There are two ways to upload your presentation, in both cases you have to bring your finished presentation on any standard USB stick.

- **Upload room**: you go to the upload room near the main entry and use one of the available laptops there to upload your presentation. Staff will be available to help.
- **Session room**: you bring your presentation directly to your session room in a coffee break any time before your presentation. Each session room has staff available who will help with the upload.

To ensure that a presenting author will be in attendance for each oral conference contribution, **presenters of a talk must have their registration completed by 25 May 2018**. Presenters who fail to register until this date will no longer be listed on the program and their abstracts will be removed from the conference proceedings.