

# **20th Nordic Seminar on Railway Technology**

Chalmers University of Technology

Gothenburg, Sweden

12 – 13 June 2018

## **Instructions for Presenters**

### **Presentation**

Presentations are held in the lecture halls HB2 (plenary), HA2, HA3 and HA4. Please check the Programme for the time of your session.

Durations of presentations are:

Plenary presentations: 25 minutes plus 5 minutes for discussion.

Presentations in parallel sessions: 17 minutes plus 3 minutes for discussion.

Do not exceed these times as this would result in using time allocated for other speakers.

The session chairperson will indicate to you when you have 5 minutes left (plenary) / 3 minutes left (parallel) and will stand up when your time is over.

Be present in your lecture hall 20 minutes before your session and identify yourself by approaching your session chairperson.

There will be a laser pointer available in each lecture hall.

Make sure that you are familiar with the equipment before your session starts.

The session chairperson and a CHARMEC person will be available to assist you.

### **Presentation file**

Copy your presentation file (ppt, pptx or pdf) to the shared computer in your lecture hall not later than 20 minutes before your session.

If requested, the presentation file will be deleted by a CHARMEC person after your session. Otherwise a pdf copy of your file will be uploaded on the seminar website after the seminar.