

## NOTES FOR AUTHORS OF **ORAL** PRESENTATIONS

Speakers are requested to REGISTER for the Conference (Registration Form available on the Conference website [www.eubce.com](http://www.eubce.com) and at the Registration Desk on site). Please note that your Paper and Presentation files will not be published in the Conference Proceedings without a registration for the Conference of at least one of the authors. The Conference Proceedings will be published online for instant download.

The papers and presentations have to be prepared and presented in ENGLISH, the official language of the Conference. As standard technical equipment, a computer (PC) and a beamer (max resolution:1024\*768 pixel) will support your high quality presentation.

For **computer-driven presentations** please prepare a CD-ROM or a USB memory stick with your Microsoft PowerPoint presentation. Do not compress (e.g. zip) or split your presentation on several media.

The software in use will be Microsoft Windows and PowerPoint (97/2003 compatible, UK standard, save fonts used in your document). Your file should be saved as the respective number of your presentation (i.e. '1AE.1.1.ppt' or '1AE.4.2.ppt'). If your presentation uses digital video or audio files (\*.mpg, \*.wav) check that they are saved in the same directory as your PowerPoint-file and adapt the link if needed.

An additional computer will be made available at the Presenters' Desk (Preview room) to check the correct functionality of your presentation prior to the session. Please label your DVD, CD-ROM or USB stick with your name and the session number of your presentation as indicated in the programme.

The **Presenters' Desk** is located in the "Media Lounge" at the ground floor of the Messe Wien Exhibition & Congress Center.

Opening hours are as follows:

Sunday, 31 May 2015	16:00 – 18:00
Monday, 01 June 2015	preferably 07:30 – 08:30 (before the Opening session) and 12:30 – 19:00
Tuesday, 02 June 2014	08:00 – 18:30

The computer-driven presentations which will be used during the presentation must be handed to the technicians **at the Presenters' Desk at least two hours prior to the beginning of the session** of your presentation. The presentation will then be checked, sorted and transferred to the respective auditorium. No changes will be possible from 30 minutes before the beginning of a session.

Speakers and Chairpersons will meet **in the session hall 15 minutes prior** to their session to be briefed and to get acquainted with the audio/visual equipment etc. and to solve any problem.

Speakers of Oral Sessions will be allotted **a time slot of 15 minutes**. Please note that the Chairpersons of your session will have strict instructions to enforce this time limit, so time your lecture carefully. Please consider, according to the initial decision of the Chairpersons, **questions at the end of your presentation or during the panel discussion at the end of the session**.

Kindly note that advertising material is not allowed to be presented in this scientific Conference. Your presentation may include a maximum of two slides containing information about your organisation.

From **Sunday, 31 May to Thursday, 4 June 2015** there will be a special counter on-site for the **Delivery of Papers** to be published in the Conference Proceedings.

For further details on how to prepare the papers please see **Instructions for Preparation of Papers**, <http://www.eubce.com/conference/instructions-notes-for-authors.html> .

### **Important notes:**

- The full paper is the most essential part of your contribution to the conference proceedings. We therefore highly suggest that you submit the full paper of your presentation along with your PPT file.
- Title, authors and keywords must correspond on the slides of the presentation and on the paper, in order to avoid incongruities in the Conference Proceedings.
- Pictures and videos will be taken/recorded during the Conference sessions and Exhibition for advertising and dissemination purposes (publication on the Conference website, brochures, leaflets, Conference Proceedings, etc.).

We look forward to your presentation and to meeting you in Vienna.

On behalf of the organizer group,

Angela Grassi,  
ETA-Florence Renewable Energies

Shaun Richardson  
Swansea University

Giuliano Grassi,  
EUBIA, European Biomass Industry Association

Matteo Prussi  
RE-CORD, Renewable Energy Consortium for Research and Demonstration

and of Dr. David Baxter, Technical Programme Coordinator of the 23rd EUBCE

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