



INSTRUCTIONS TO SPEAKERS

Thank you for submitting your paper for presentation at the upcoming ECCA 2017 Conference in Glasgow. We have been working hard over the past few months to bring together the Conference programme and we appreciate your contribution to it. Below you will find some useful information to ensure that presenting at ECCA 2017 is an enjoyable and beneficial experience for all.

Conference Programme

The Conference programme is now available on the website:

<http://ecca2017.eu/conference/programme/>.

Please check the programme to make sure that you know where and when you are scheduled to present. The [speaker list](#) will show which session(s) you are presenting in. If you have any queries/conflicts in relation to the programme please contact us as soon as possible at ecca2017@conferencepartners.com

The Conference Venue

The Conference will be held in [Scottish Event Campus](#). Please make sure to check the [schedule](#) in advance for your room name and location.

Presentation Format

Please bring your presentation on a USB. Please note that **your presentation should be in 16:9 ratio format (widescreen)**. PowerPoint and Prezi can be used. Audio and internet may be used in your presentation but please inform the technician in the Speaker Preview Room. Software installed on the PC is for standard office set up (MS Office 2010). It will **not** be possible for you to use your own laptop.

Please also:

- Embed graphs or figures into the document as independent objects; do not dynamically link from other programs.
- Attempt to limit file size to 25 MB and less. Photos for slides can be compressed and saved in a lower resolution to reduce size.
- Disable any automatic advance timer on your file.

Speaker Preview Room

The Speaker Preview Room will be **the Fyne Room in the Loch Suite**. You are asked to bring your presentation on a **USB** to the Speaker Preview Room at least **ONE HOUR** before your session is due to start. In the Speaker Preview Room you must upload your presentation so that it will be sent directly to your session room.



Please note that you cannot present from your own laptop or USB in the session rooms. All presentations must be uploaded in the Speaker Preview Room.

If you require internet access or audio during the presentation, please inform the technician in the speaker preview room.

Before your Session

Please arrive to your session room, **15 minutes** before your session is due to start so that you can check your presentation. Your presentation will be sent directly from the speaker preview room to the session room and will be available on the PC in the room. A technician and a student volunteer will be on hand for assistance.

Audio Visual Equipment

Each room contains the following equipment:

- Projection screen and data projector
- Networked PC
- PC screen which will mirror your live presentation, please note you will not be able to view your speakers notes
- Lectern with fixed microphone
- Clip on mic
- Top table with 2 microphones
- One hand held microphone for audience Q&A
- Clicker to advance slides
- Pointer
- Speakers
- Adjustable room lighting

There will be a technician in each room.

Distribution of Abstracts

Abstracts will be made available on the Conference App. An email will be sent to you in advance of the conference with details about how to download it.

Time Keeping

Please ensure that you are punctual for your presentation time slot. The Conference programme is extensive, featuring over 80 Parallel Sessions, so keeping to schedule is essential. Presenters should meet with their Session Chair in the scheduled room 15 minutes before the start of the session to check your presentation and to check the time-keeping system with the chair (e.g. there may be warning signs with 5 and 2 minutes to go). There will be technicians and student volunteers on site



at all times to assist with any technical difficulties or to help as necessary. Please sit on the front row to enable easy access for your presentation.

The length of the presentation slots will vary depending on the number of speakers in your session. The Session Chair will be in touch with you in advance to coordinate timing of the session. We have instructed Session Chairs to be strict with time keeping, ensuring the timely running of the sessions and the Conference.

Promotion

As a presenting author we value your support and we would appreciate any assistance you can offer with promoting the Conference to your peers. Good attendance at the Conference will ensure vibrant networking opportunities and good audience attendance during sessions.

Some examples of how you may help are outlined here:

- List the event on your website/your organisation's website (if relevant) 3rd European Climate Change Adaptation Conference, Glasgow, 5th – 9th June 2017
<http://ecca2017.eu/conference/>
- We have created a selection of promotional tools which will help promote the Conference. Please visit the website to view the tools available:
<http://ecca2017.eu/conference/promotional-tools/>
 - Use the Conference email signature in your email communications
 - Use the Conference power point slide at the beginning or end of any relevant speaking engagements you may have over the coming weeks
- Use the logo on your social media pages (Twitter, LinkedIn, Facebook etc.)
- Forward on Conference communications that you receive to any other mailing lists you may have access to
- If you are involved in any other events which may facilitate a contra-promotional agreement with the Conference please let us know
- If you engage with social media please follow & engage with the Twitter pages
<https://twitter.com/ECCA2017>

Best Young Presenter Award

There will be an Award for Best Young Presenter, for those aged under 30 years. If you indicated at the abstract submission stage that you qualify for this then we already have your details – please do not email us again! If you did not do this (e.g. if you replaced the original presenter) then please email us to let us know that you would like to be considered for the award.

UK election

If you are registered to vote in the UK, do not forget to apply for a postal vote! The election is on Thursday 8 June. Postal vote applications must be received by 23 May.

<https://www.gov.uk/government/publications/apply-for-a-postal-vote>

General Information



A general information email for all delegates will be issued one week prior to the Conference so keep an eye out for it. It will contain practical travel information and tips to help you to make the most out of your visit to Glasgow. If you have any queries please contact ecca2017@conferencepartners.com

We thank you for your contribution to the Conference and we look forward to seeing you in Glasgow!