Instructions for authors and presenters only

1. Each conference room will have a PC/laptop and screen for podium presentations. All PCs will be provided with Windows 7 and Microsoft Office Power Point. Presenters are expected to provide their presentations using MS Office Power point. Due to compatibility issues it is suggested that authors use the PCs provided to upload their presentations. In exceptional circumstances authors can connect their own laptops to the screen; however those using Macs will need to bring their own adapter.

2. Presenters must bring a copy of their presentations with them to the conference on a USB/flash drive. It is advisable to have a backup copy on an alternative USB. We also suggest that presentations are kept on a web based email account or sky drive as additional backup.

3. Presenters are asked to upload their presentation to the computer in the session room during the nearest break before the presentation.

4. Authors and presenters should provide brief biographical information on Conftool which will be supplied to the session chair the arrival to the conference. Please login into your account and update the biographical information.

5. Each paper is allotted 20 minutes - 15 minutes for presentation and 5 minutes for discussion. A two minute warning will be given to the presenter after 13 minutes of presentation.

6. Each session will have a Chair and a Co-chair. For the timing of your presentation and the name of the Chairperson please check the conference programme. Presenters are asked to make themselves known to the session Chair as soon as arriving at the conference.

7. You should arrive in the room allocated for your session at least 15 minutes before the start of the session in order to meet your chair and co-chair and test your presentation.

8. The co-chair, typically a graduate student, will handle the visual aids and projection equipment and assist you in any manner. The co-chair assigned to each session room will be responsible for collecting presentations and ensuring that they are unloaded in the appropriate folder on the session PC. If authors have special videos or AV requests, they should provide their own laptop. We have also requested that the presenters be prepared with a backup method.

9. We are NOT able to preload presentations for authors.

10. The programme is available on the conference website

11. [http://www.city.ac.uk/compressorsconference/conference-programme](http://www.city.ac.uk/compressorsconference/conference-programme), and via the Conference4Me app. The programme will also be printed in the book of abstracts.

12. All papers are available digitally on the usb flash drives in delegate bags, on the Conference4Me app and on Conftool which is accessible through the conference website.