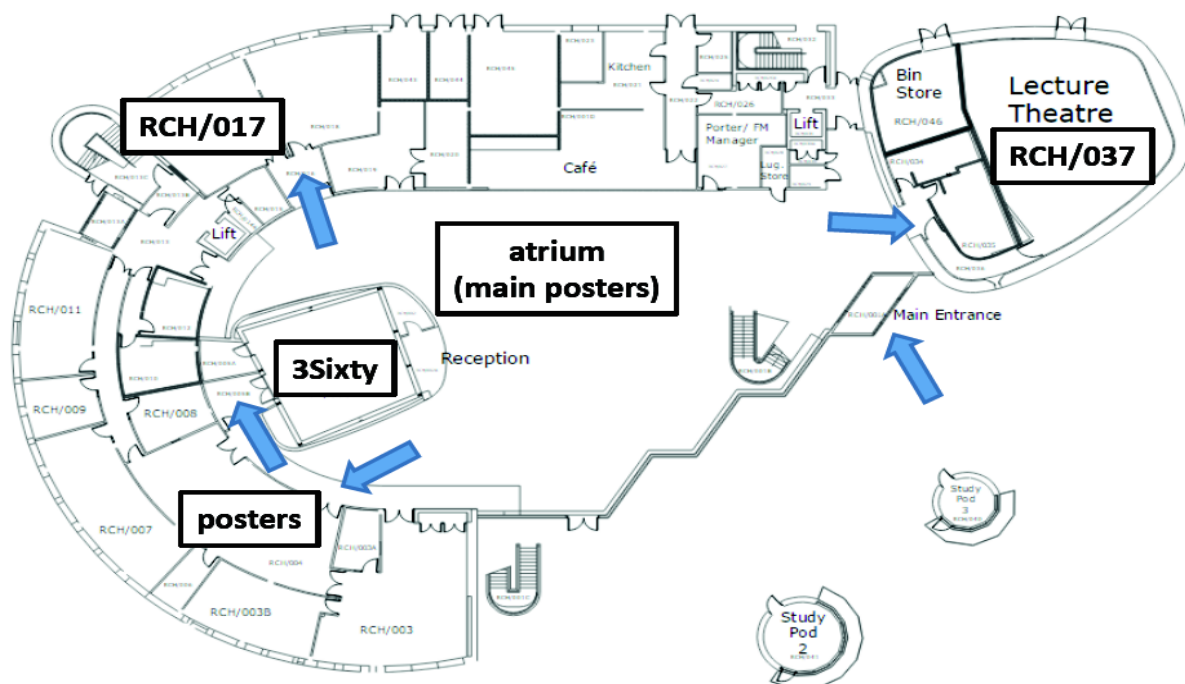




Information for Attendees

Arrival and Registration

The conference will be taking part in the Ron Cooke Hub on the Heslington East campus of the University of York. Details on how to reach the Ron Cooke Hub are available on the ECAL website.



The registration desk will be located by the main entrance to the Ron Cooke Hub. It will be open from 8:15am each morning of the conference (Monday to Friday), and will be staffed all day to assist delegates with any queries.

When you register you will receive a printed version of the programme, and receive details of the free wifi that will be available throughout the University.

Poster Presentations

Each accepted poster presentation will be assigned a board that can accommodate a poster **up to A0 portrait**. From the morning of Tuesday 21 July you will be able to place your poster (both main session and "bring a poster" session posters) on the board allocated to your poster. The correct board for your poster will be identified by the submission/ID number assigned to your poster.

Poster boards will be located on the ground floor of the Ron Cooke Hub either in the main atrium or the exhibition space next to the atrium.

The poster session will take place from 17:25 on Tuesday 21 July during the reception. Please stand by your poster during this time to answer any questions

Oral Presentations

All talks in the main ECAL programme have a 25 minute time slot. Please prepare a **20 minute** presentation of your accepted submission, allowing **5 minutes for questions**. Session chairs will be asked to keep their sessions running to time, so talks will be stopped if they overrun their time slot.

Please arrive at your paper session 10 minutes before it starts and introduce yourself to the session chair. This will enable you to check your presentation works with the technology in the room. Session chairs will be published in the programme before the conference starts.

Each conference session room has a Windows PC and an external VGA if you prefer to use your own laptop to present from. Please bring a suitable converter if your laptop does not have a VGA output connector. If you wish to use the PC in the room, please have your presentation prepared on a USB stick in either PDF or Powerpoint format.

Recording oral presentations:

We will be offering the facility to record oral presentations, for later viewing, to help participants cope with clashing parallel sessions. This recording will comprise the slides plus voice (that is, no video of the speaker).

Please let the session chair and room helper know at the beginning of your session if you **do NOT** wish to be recorded.

This facility is only available on the Windows PC located in the presentation room. If you wish to use this PC, please bring your presentation on a data stick. If you wish to use your own laptop (for example, because of complicated videos, or format issues), then unfortunately we will not be able to record your presentation.