

CFA10 – Instructions for presentations

. You will find below instructions to optimize your presentation at the congress.
Please do not hesitate to contact us if questions remain unanswered (email :
etienne.parizet@insa-lyon.fr).

*** General**

- The conference venue includes a large auditorium, a smaller auditorium, seminar rooms with 80 seats and rooms of 40 seats.
- Every room is equipped with a video projector and an audio reproduction system with adjustable volume.
- For all the rooms, the projection size is 4 / 3.
- It will not be possible to use an overhead projector.
- There will be no Internet access on the conference room PCs.
- All PCs are equipped with the following software:
 - OS: MS Windows XP SP3
 - MS Office Suite 2007, OpenOffice Suite 3, Acrobat Reader 9
 - Internet browser: MS Internet Explorer, Mozilla Firefox
 - Audio: MS Windows Media Player, VLC media player, QuickTime, Flash Player
- The software has been selected to meet all needs. Please adjust your media presentation tools accordingly.
- The use of any special equipment should be requested at the above email address.
- A laser pointer is available.

*** Format of presentations**

- For the sessions taking place in the large or smaller auditorium (refer to program), it is recommended to use fonts and font sizes adapted to the size of these rooms: for example font without foot, font size 18.
- For presentations using audio, please provide a sound level suitable for large rooms. A second volume control at the speakers may be available if necessary.
- The following formats have been tested successfully. Presentation Formats: PPT 2003, PPT 2007, PDF. Audio format: WMA, MP3.
- If you wish, especially if you are using formats other than those listed above, you can check your presentation on a PC strictly identical to those of the conference rooms. A PC will be available for this purpose in the Internet room.
- You should load your presentation file on the PC in the conference room before the start of the session (see below).

*** Sessions**

- Each time slot is organized according to the following schedule: 15 minutes presentation, 3 minutes of discussion, 2 minutes reserved for presenter or room changing.
- A clock is inserted in the upper right corner of the screen to help you manage your presentation time, using a colour code: green from the beginning to 13 min, orange from 13 min to 15 min, after 15 min a short sound indicates the time of changing, red from 15 min to 18 min, and finally white from 18 min to 20 min.
- The time slots are synchronized in all the rooms, no extension of time limit will be allowed.
- Therefore, you must meet the session chair before the beginning of your session. This time will be an opportunity for you to:
 - meet the chairperson and confirm your presence
 - load your presentation on the PC in the conference room.

- The PCs will be equipped with a USB 2.0 port and a CD-Rom.
- To fully use your time slot and avoid unpleasant surprises, it is recommended not to use your own computer (MAC, Linux, ...). In the interest of the listeners and following presenters, we would like to focus discussions on science rather than on computers. We apologize for any inconvenience that this choice may cause.

*** Poster**

- The authors should take the necessary precautions to protect the poster during transport. No printing is provided on site.
- A maximum area corresponding to a vertical A0 format (841 × 1189 mm) will be allocated for each poster.
- The posters will be displayed on perforated grids. The attachment clips are provided on site.
- Authors may hang their poster from 12:00 on Tuesday until Friday 15:00 maximum. After this time, the remaining posters will be destroyed.
- In preparing the poster, it is recommended to use large enough fonts and to structure the poster in order to present the argument clearly.
- The use of colour illustrations and photographs is encouraged.
- It is also recommended to display the contact details of the corresponding author to allow subsequent correspondence.
- Two slots during which the posters will be presented by their authors are scheduled. Both slots are Wednesday, April 14th from 12:20 to 13:00 for all topics except "Acoustics and Ultrasonic Physics" and "Metrology and Signal Processing", and the same day from 14:20 to 13:40 for both these topics.