



## INVITED SPEAKER PRESENTATION GUIDELINES

Thank you for submitting your paper for presentation at the upcoming International Symposium on Integrated Functionalities in Dublin, Ireland. We have been working hard over the past few months to bring together the Conference programme and appreciate your contribution to it. Below you will find some useful information to ensure that presenting at ISIF 2019 is an enjoyable and beneficial experience for all.

### Conference Programme

The Conference programme is available on the website, to view the programme [please click here](#). Please check the programme to make sure that you know where and when you are scheduled to present.

If you have any queries/conflicts in relation to the programme please contact [ISIF2019@conferencepartners.com](mailto:ISIF2019@conferencepartners.com).

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### The Conference Venue

The Conference will be held in University College Dublin, Belfield, Dublin 4 in the O'Brien Centre for Science. Please make sure to check the programme in advance for your room number and location.

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### Presentation Format

Please bring your PowerPoint presentation on a USB. Your presentation should be **16:9 ratio format** in the standard office set up (MS Office). If you are using your own laptop please ensure to bring any adaptors that are required. A standard VGA and HDMI cable will be provided.

Please see attached the conference PowerPoint slides. Please use the 16:9 format ONLY.

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## Audio Visual Equipment

Each room contains the following equipment:

- Screen
- Projector
- Wi-Fi

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## Room Layout

All rooms will have theatre style seating. All rooms are university lecture theatres therefore the seating arrangements cannot be altered.

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## Distribution of Abstracts

Conference abstracts will be made available on the Conference Website from the 1<sup>st</sup> of August.

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## Post-Conference PowerPoint Upload

If you agree to share your presentation with fellow attendees please send a PDF of your presentation to [isif2019@conferencepartners.com](mailto:isif2019@conferencepartners.com)

All presentations that we receive will be distributed to attendees 1 week following the end of the conference.

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## Time Keeping

Invited Speaker presentation slots are **30 minutes per paper** (including changing time of presenters). The general rule is to use 25 minutes for each presentation and 5 minutes for questions and discussion at the end of each session.



Please ensure that you are punctual for your presentation time slot. The Conference programme is extensive, making keeping to schedule is essential. There will be assistants on site at all times to assist with any technical difficulties or to help as necessary.

### **Time Keeping Cards**

Each session chair has a set of time keeping cards which they will use to communicate with presenters to keep the sessions on time.

- A green card indicates that you have 5 minutes of presenting time left
- An orange card indicates that you have 2 minutes of presenting time left
- A red card indicates that you have run out of time and must finish up your presentation promptly.

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### **General Information**

A general information email for all delegates will be issued one week prior to the Conference. It will contain practical travel information and tips to help you to make the most out of your visit to Dublin. If you have any queries please contact [ISIF2019@conferencepartners.com](mailto:ISIF2019@conferencepartners.com).

We thank you for your contribution to the Conference and we look forward to seeing you in Dublin.

Kind regards

**ISIF 2019 Organising Team**