

INSTRUCTIONS FOR KEYNOTE and INTERDISCIPLINARY DUO-KEYNOTE LECTURES

Oral presentations time slots:

- Please, check the program overview to identify the day of your presentation.
<https://www.eurocarb2023.com/eurocarb-program-abstracts/program-overview/>
- You are requested to report to the chair.wo.man in the lecture room 5-10 minutes prior to the start of your session. Please prepare a brief printed CV at their intention, to be used for your introduction before your lecture.
- Speakers are requested not to exceed the allocated time:
 - + Interdisciplinary Duo-Keynote Lectures: 40 min (35 + 5 min questions)
 - + Keynote Lectures: 25 min (20 + 5 min questions)*Nb.:* the time schedule will be strictly followed due to the nature of the symposium program, which includes 4 parallel sessions running at the same time.

Presentations preparation and upload:

- Prepare your slides in landscape orientation. Standard video projection format ratio in 16:9 to maximize the image surface on the screens.

You can upload your presentation file(s), using the appropriate webform:

<https://www.eurocarb2023.com/keynote-presentation-delivery/>

- Only pptx or pdf files will be accepted. If the presentation includes audio (sound or voice), animation or short movie file(s), speakers are advised to upload all files in a single zipped folder and check the links in the preview room (see below).
- Speakers are requested to **upload their presentation files at least 24h before the start of their presentation's session.**

Alternatively, you may choose to use your own laptop (see below for technical specifications).

In this case, please inform us, by filling the same webform:

<https://www.eurocarb2023.com/keynote-presentation-delivery/>

AV equipment at *Maison de la Chimie*

- PC computers are equipped with pack office 365 (Microsoft Word, Excel, PowerPoint), Acrobat reader and VLC
- At the desk, there will be:
 - + HDMI connection. PLEASE BRING THE SUITABLE ADAPTER (ex: VGA to HDMI, Mini-display to HDMI, USB C to HDMI, Thunderbolt to HDMI...), if your laptop does not support the HDMI connection natively. The conference organizers decline all responsibility in the video connection of non-HDMI compatible laptops.
 - + Mini-jack 3.5 for sound (if needed)

Preview room (salle 103)

A Preview Room will be available onsite to check your uploaded files, if needed, before it is handed to the technicians of the projection rooms. Please visit it **at least half a day** prior to your presentation. The conference organizers decline all responsibility for presentations that will not be checked in due course.

Opening times

- Sunday, July 9th: 14:00 - 15:30
- Monday, July 10th: 8:00 - 9:00, 10:40 - 11:10, 12:30 - 14:00, 15:30 - 17h30
- Tuesday, July 11th: 8:00 - 9:00, 10:30 - 11:00, 12:30 - 14:00, 15:30 - 17h30
- Wednesday, July 12th: 8:00 - 9:00, 10:30 - 11:00, 12:30 - 14:00
- Thursday, July 13th: 8:00 - 9:00, 10:30 - 11:00

We look forward to meeting you in Paris! Please do not hesitate to contact the Symposium contact (contact@eurocarb2021.com), if you have any questions.

The Organizing Committee