

## Instructions for paper presentations

- the conference audio-visual system runs Windows 10 and the latest version of Office 365
- the supported presentation formats are Power Point and Adobe Acrobat PDF
- presentations must be loaded on the conference system (no personal laptops are allowed)

## Instructions for presentation times

The conference programme is full and allocated presentation times will be strictly enforced for the smooth running of sessions:

- Keynote lectures – 40 min; no Q&A session
- Theme lectures – 20 min; 5 min Q&A session; 5 min room change (30 min total)
- General papers – 10 min; 2-3 min Q&A session; 2 min changeover of speakers (15 min total)

## Instructions for presentation submission

We request that each presenter uploads their presentation as early as possible, in advance of their presentation slot, on the conference computer system. Please name your presentation files according to the following convention:

### **ID-Session-Surname**

for example, *590-2a-Smith*

Presentation uploading can be done in two ways:

- The easiest way is to use this link:

<https://tinyurl.com/numge2023>

If you encounter any technical issues this is probably caused by browser settings, in which case you can simply use the direct link:

<https://imperialcollegelondon.app.box.com/f/1ec985c5a4944ca99cb735719dd1cb3a>

- You can also upload your presentation in the Speaker Ready Room, located in SKEM 163 on Level 1 of the Skempton Building. Please bring a copy of your presentation (and of all movie files if you use a movie in your presentation) on a USB key.

Please note that it will not be possible to upload presentations in the actual lecture rooms.

## On the day

On the day of your presentation, please arrive to the room allocated to your session sufficiently early and make yourself known to the session Chair. This is very important for the proceedings to run smoothly.