

General Presenter Information

All sessions will be final as scheduled. We are unable to honor requests for time and/or date changes regarding presentations once the schedule has been finalized. If, for some reason, you must withdraw your presentation due to a scheduling conflict, please let us know before the conference, as soon as possible.

All presenters and other conference participants are required to register at the special desk (open at the conference venue from June 28, 10 a.m.) and make their own hotel reservations and travel arrangements.

Prepare Your Oral Presentation

Please note that the time for oral presentations is 15 minutes and it is impossible to extend due to a high number of presentations!

Make sure your presentation is in one of the following formats:

- Microsoft Office PowerPoint (.ppt), (.pptx)
- Adobe Acrobat (.pdf)

Apple Users

Presentations created in PowerPoint on Mac are compatible. Please make sure that all inserted pictures are either JPEG or PNG files. QuickTime (.mov) files for video are also accepted but must be tested in the conference room before the session. CLC2016 staff will be available to ensure your presentation is fully compatible and runs smoothly. If you have created your presentation using Apple Keynote (.key), you will need to convert it to PowerPoint.

Conference Room Setup and Audiovisual Equipment

[The conference venue - see the virtual trip](#)

Oral session rooms are set for maximum participation with basic presentation tools. The conference room is set theater-style for maximum capacity, with a head table set for speakers with a standing podium. The podium will have a microphone.

Conference room is equipped with:

- A computer with your uploaded presentation
- Projection equipment appropriate to the size of the room
- 2 screens appropriate to the size of the room
- One podium microphone and one table microphone for a session chairman
- audio speakers

The Auditorium Maximum Jagiellonian University Center (conference venue) offers basic complimentary wireless Internet access.

Presenters with a disability who anticipate needing special accommodations or equipment in order to participate should contact CLC2016 organizers.

Additional materials or handouts

Presenters who wish to make and spread additional session materials or handouts available to attendees at their session, are responsible for generating and disseminating these additional materials themselves. However, if you wish CLC2016 organizers may assist you in producing (copying) or distribute copies of presentation handouts as requested.

In case of any questions or problems do not hesitate to contact CLC2016 organizers.