

IABMAS 2012

The Sixth International Conference on
Bridge Maintenance, Safety and Management

Stresa, Lake Maggiore, Italy | June 8-12, 2012

Guidelines for Speakers

Uploading of Presentations

1. Speakers will be NOT allowed to use their personal laptop computers for Presentations.
2. Presentations must be uploaded in the conference room network at least 24 hours prior to the start of the Session. Speakers will be NOT allowed to upload the Presentations by using the computers installed in the conference rooms. Presentations must be submitted in advance by email or uploaded at the Slide Centre located at Palazzo dei Congressi.

Submission by email: Speakers are strongly encouraged to submit their Presentation in advance by e-mail at iabmas2012@jokersrl.it. The email message should include day and time of the Session, title of the Presentation, and name of the Speaker. In addition, Speakers are required to save a copy of the Presentation on a USB memory or CD/DVD-ROM and brought it to the Conference. This is just in case updates are necessary.

Uploading at the Slide Centre: Submission by email is the preferred procedure for uploading of Presentations. However, on-site uploading will be also made available during the Conference. Presentations saved on a USB memory or CD/DVD-ROM can be brought to the Slide Centre and uploaded in the conference room network.

3. Whichever is the uploading procedure, Speakers are required to carefully check their Presentation at the Slide Centre before the Session will start. Technicians will assist Speakers to preview their Presentations to ensure that they display well on the screens.

Before your Session takes place

1. Visit the Conference venue, check the room where your Session has been scheduled and familiarize yourself with the space and A/V equipment.
2. Meet the Session Chairs at the Session room at least 15 minutes prior the Session will start.
3. Provide the Session Chairs with your filled Speaker Information Form and let them know how you would like to be introduced (Name, Title, Affiliation).
4. The Session Chairs will inform you about the time of your Presentation. Most Sessions have been planned for Presentations of 15 minutes each, including questions. However, time allotted for each Presentation may slightly vary depending on the length of the Session and the number of Speakers in the Session.

During your Session

1. Please deliver your Presentation strictly within the allotted time, leaving at least two minutes for questions.
2. As a presentation nears the end, you will be alerted by the Session Chairs of the time left. Session Chairs are instructed to stop any Presentation that runs over the allotted time.
3. At the end of the Presentation the Session Chairs will invite questions from the audience (time permitting).