

Oral Presentation Guidelines

All plenary and oral sessions will take place at the Lyon Convention Center.

Logistics

- Presentations will exclusively use the computers provided by EUCAS. The presenters are not allowed to use their personal computer.
- Presenters should **submit an electronic version** of their talk at least one day prior to their presentation to the **Speaker Preparation Room (Room Lumière)**. Files are reviewed loaded onto the appropriate computers in the session rooms. Changes to submitted files will not be allowed.
- Using removable media (USB drives) is prohibited on the computers in oral session rooms. Saving data to and from them is not possible as well.
- Files transferred to the session computers cannot be copied by anyone and will be deleted after the session. Anyone wishing to receive a copy of the slides should contact the presenter, not EUCAS.
- Presentations must be submitted in Microsoft Power Point 2011/ 2013 or PDF format. Acceptable media include CD and USB flash drive. Macintosh computers will **not** be available in any of the session rooms. Authors using a Macintosh must ensure their presentations operate correctly using Microsoft Office 2010 or Adobe Acrobat in the Windows environment.
- The laptops in the oral session rooms are **not** equipped to accommodate audio sound.
- Durations
 - Plenary: 45 minutes (40 minutes with 5 minutes available for questions).
 - Invited: 30 minutes (25 minutes with 5 minutes available for questions).
 - Contributed: 15 minutes (12 – 13 minutes with 2 – 3 minutes available for questions).
- Arrive a few minutes before the session and introduce yourself to the session chairpeople before the start of the session.
- There will be no rearrangement of papers within an oral session to accommodate absences or cancellations. The time assigned to an oral presentation within the oral session is fixed.
- A paper written from its presentation **will not be considered for publication** in the special conference issue of the IEEE TRANSACTIONS ON APPLIED SUPERCONDUCTIVITY **if the presentation was not given during its scheduled time** at the Conference.
- If you need to make changes or withdraw your abstract from the program **BEFORE** the conference, please contact S. Riondet via [e-mail](mailto:eucas2015@neel.cnrs.fr) (eucas2015@neel.cnrs.fr). If you need to make changes or withdraw your presentation from the program **ON-SITE** at the Conference, please advise the staff in the **Publications Office (Salon Lumière)** at Lyon Convention Center. Please be sure to provide your presentation/program ID number in any correspondence.

Some advices

- Plan about one slide per minute: 8 to 12 slides for Contributed Oral, and up to 25 slides per Invited Oral.
- Carefully budget your time to give your message.
- Select font size to be visible over the whole room. We recommend font 24. Do not use fonts less than 18 points. **This apply for plots (Label axes, curves and captions)!**
- Avoid long sentences, abbreviations and acronyms. Limit punctuation marks.
- Limit the messages per slide.
- Limit the curves on a plot.
- Minimize animation.

The **Speaker Preparation Room** is located in Salon Lumière.

Hours of operation:

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|------------------------|-------------------------|
| Sunday, September 6 | 03:00 p.m. – 06:00 p.m. |
| Monday, September 7 | 08:00 a.m. – 07:00 p.m. |
| Tuesday, September 8 | 08:00 a.m. – 07:00 p.m. |
| Wednesday, September 9 | 08:00 a.m. – 07:00 p.m. |
| Thursday, September 10 | 08:00 a.m. – 10:30 a.m. |