

## **PRESENTATION GUIDELINES**

The TECH-EDU 2018 conference is an inclusive event where all attendees should be able to participate in all events. Authors are asked to follow all presentation accessibility guidelines when designing and presenting at TECH-EDU 2018. Presentation accessibility guidelines are available at: <http://www.w3.org/WAI/training/accessible>

The (parallel) paper sessions and special track sessions will consist of up to six oral presentations of fifteen minutes each. A five-minute question period will follow immediately after each presentation. Authors are asked to respect their time limits.

### At the Conference

- Check the room where the session will be held and familiarize yourself with the space and equipment.
- Arrive at the session room at least 15 minutes before the start of the session.
- The session chair will provide you information about the time left – you are responsible for delivering your presentation within the specified time.

### Session room equipment

All session rooms have a similar technical setup and contain the same basic equipment:

- One large screen displaying the PowerPoint presentation
- Notebook running MS PowerPoint with presenter mouse
- Laser pointer

**IMPORTANT:** All authors must check in at the TECH-EDU 2018 Registration Desk before the start of their sessions. It is possible to run presentations directly from the author's laptop or from the laptop available in the session room.