



# EUBCE 2019

27 - 30 MAY 2019  
LISBON - PORTUGAL

## 27<sup>th</sup> European Biomass Conference & Exhibition

### NOTES FOR AUTHORS OF **PLENARY** PRESENTATIONS

Speakers are requested to REGISTER for the Conference (Registration Form available on the Conference website [www.eubce.com](http://www.eubce.com)). Please note that your Paper and Presentation files will not be published in the Conference Proceedings having registered for the Conference nor without presenting your paper at the event.

The presentations must be prepared and presented in ENGLISH, the official language of the Conference. As standard technical equipment, a computer (PC) and a beamer (max resolution: 1024\*768 pixel) will support your high-quality presentation.

For **computer-driven presentations** please prepare a USB memory stick, DVD or CD-ROM with your Microsoft PowerPoint presentation. Do not compress (e.g. zip) or split your presentation on several media.

The software in use will be Microsoft Windows and PowerPoint (97/2003 compatible, UK standard, save fonts used in your document). Your file should be saved as the respective number of your presentation (i.e. 'BP.1.1.ppt' or 'CP.1.4.ppt'). If your presentation uses digital video or audio files (\*.mpg, \*.wav) check that they are saved in the same directory as your PowerPoint-file and adapt the link if needed.

The file of your presentation should be submitted **online** on the **dedicated presentation submission platform** (link and instructions will be sent by email) or onsite **at the Presenters' Desk**.

An additional computer will be available at the Presenters' Desk (Preview room) to check the correct functionality of your presentation prior to the session. Please label your DVD, CD-ROM or USB stick with your name and the number of your presentation as indicated in the programme.

The **Presenters' Desk** opening hours are as follows:

Sunday	26 <sup>th</sup> May	16:00 – 18:00
Monday	27 <sup>th</sup> May	<i>preferably</i> 07:30 – 08:30 ( <i>before the Opening session</i> ) <i>and</i> 12:30 – 18:30
Tuesday	28 <sup>th</sup> May	08:00 – 18:30
Wednesday	29 <sup>th</sup> May	08:00 – 18:30
Thursday	30 <sup>th</sup> May	08:00 – 15:00

The slides that will be used during your oral presentation must be checked, sorted and handed to the technician at the Presenters' Desk at least two hours prior to the beginning of the session of your presentation. No changes will be possible from 30 minutes before the beginning of the session.



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Speakers and Chairpersons will meet **in the session hall 15 minutes prior** to their session to be briefed and to get acquainted with the audio/visual equipment.

Speakers in Oral Sessions will be allotted **a time slot of 15 minutes for their presentation plus 3 minutes for questions and discussion**. Please note that the chairpersons of your session will have strict instructions to enforce this time limit, so time your lecture carefully.

Kindly note that advertising material is not allowed to be presented in this scientific Conference. Your presentation may include a maximum of two slides containing information about your organisation.

Audio- and video-records and photos may be produced within this event and during your presentation. With your participation you agree that such recordings/photos may be made available to the public.

The files to be published in the **Conference Proceedings** and the Copyright Transfer Agreement Form can be **submitted online** before the Conference, in the user area of the EUBCE website, **or onsite** during the Conference, at the Paper Delivery desk.

For further details on how to prepare the manuscripts please see the "Instructions for Conference Proceedings" and the "Instructions for the Preparation of Papers" on the EUBCE website.

We look forward to your presentation and to meeting you in Lisbon.

On behalf of Dr. Nicolae Scarlat, Technical Programme Chairman, and with best regards from all members of the 27th EUBCE Executive Committee

**Anna Salimbeni**

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