



## NOTES FOR SPEAKERS OF PLENARY PRESENTATIONS

All Speakers are requested to REGISTER for the Conference ([www.eubce.com](http://www.eubce.com)). Please note that your Paper will not be published in the Conference Proceedings (indexed in Scopus) without having registered for the Conference and presented your paper at the event.

Presentations must be prepared and presented in ENGLISH, the official language of the Conference.

Presentations are Livestreamed from speaker's computer: desktop broadcasting with screen sharing. It means that speakers have to perform live in the scheduled session and 'PPT' documents do not have to be uploaded or sent to the event organizer in advance.

For the speakers with critical time zone issues, there is the possibility to pre-record their presentation instead to present live and as backup emergency (strongly recommended for all presenters).

You may record by following these instructions:

<https://www.panopto.com/blog/the-best-way-to-record-a-powerpoint-presentation/>

or

<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

Instructions for uploading the pre-recorded video presentation to your plenary session are available [here](#).

### 1. Information for Presenters

The session will be organized as live Zoom webinar with real time interaction between presenters and audience.

Your file should be saved as the respective number of your presentation (i.e. 'BP.1.1.ppt' or 'CP.1.2.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.

### 2. Session Streaming

All the sessions of EUBCE will take place on Zoom. While the meeting is taking place, the technical operator will broadcast the session live to the audience on the event platform.

Please make sure to have Zoom installed on your PC. To download the software please click here <https://zoom.us/download>

Speakers, Session Chair and Session Moderator will meet in the Zoom room webinar 10 minutes before the start time of their session to test connection and audio settings.



You will receive detailed instructions and log-in details to present live in due time.

### 3. Presentation

Speakers in Plenary Sessions will be allotted **a time slot of 15 minutes for their presentation plus 5 minutes for questions and discussion**. Please note that the session chairs will strictly guide the timing, so time your lecture carefully. The Session Chairs will moderate questions and discussion.

In preparing your presentation please remember that you are addressing a plenary session of the conference. This means that the majority of your audience may not be experts in your specific field and will appreciate an overview of the current or future state of play of this field.

We will provide for the audience an interaction opportunity to send questions during the presentations, which the Session Chairs will then select.

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 screenshots may be produced within this event and during your presentation. By your participation you agree that such recordings may be made available to the public.

### 4. Full Paper and slides to be published in the Conference Proceedings (indexed in Scopus)

If you wish **to publish your paper and presentation in the Conference Proceedings, the corresponding Authors should submit** to the EUBCE user area at <https://ssl.conference-biomass.com/> (section Paper Delivery) by **12<sup>th</sup> May 2022**.

The layout of your paper should be exactly the same as the master document "[Instructions for Preparation of Papers](#)".

Kindly note that delivering your presentation in the conference does not imply publishing the slides in the conference proceedings. If you wish to have your presentation published in the EUBCE Proceedings, a 'pdf' version has to be uploaded in the appropriate section.

We look forward to your presentation and to meeting you online.

On behalf of Nicolae Scarlat, Technical Programme Chair.

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