

## NOTES FOR AUTHORS 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 Please note that your Paper will not be published in the Conference Proceedings (indexed in Scopus) without having registered for the Conference and presented your paper at the event.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. As standard technical equipment, a computer (PC) and a beamer will support your presentation.

### 1. Information for Presenters

Please prepare a USB memory stick or an external drive with your Microsoft PowerPoint presentation.

The software in use will be Microsoft Windows and PowerPoint (save fonts used in your document). Your file should be saved as the respective number of your presentation (i.e. 'AP.1.1.pptx' or 'BP.1.2.pptx'). 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.

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

Sunday	4 <sup>h</sup> June		16:00 – 18:00
Monday	5 <sup>th</sup> June	<i>preferably</i>	07:30 – 08:30 ( <i>before the Opening session</i> )
		<i>and</i>	12:30 – 18:30
Tuesday	6 <sup>th</sup> June		08:00 – 18:30
Wednesday	7 <sup>th</sup> June		08:00 – 18:30
Thursday	8 <sup>th</sup> June		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.

## 2. Presentation

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 5 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. The Session Chairs will moderate questions and discussion.

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, video-recordings 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.

## 3. 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 please submit** to the EUBCE user area at <https://ssl.conference-biomass.com/> (section Paper Delivery) by **8<sup>th</sup> June 2023**.

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 in Bologna.

On behalf of Nicolae Scarlat, Technical Programme Chair.

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