



## 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 Please note that your Paper will not be published in the Conference Proceedings (indexed in Scopus) without having registered for the Conference and presented your paper at the event.

### **General information for presenters**

Speakers and chairpersons will meet in the auditorium 15 minutes prior to their session to be briefed and to get acquainted with the audiovisual equipment.

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 chairpersons 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.

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

### **Format of your presentation**

- Presentations should be in PowerPoint format and PC compatible
- The projection format will be 16:9, please use this format when creating your slides
- Save your file with .pptx extension for a better compatibility
- Media elements:
  - use the 'Insert' function to integrate media elements, such as images and video
  - try to limit the size of your videos and sound to 1GB and use formats such as .mp4 and .wmv if possible
- If you work on a Mac try to avoid specific fonts in Mac OS and rather choose Windows compatible fonts
- Your file should be saved as the respective number of your presentation (i.e. 'AP.1.1.pptx' or 'CP.2.3.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.
- You should bring a copy of your presentation, including a copy of your video file(s), on a USB flash drive or an external hard drive.
- There is NO option to load your presentation in the auditorium using a USB drive, or to connect a laptop. All presentations will be run from the PC provided in the auditorium.

### **Submit your presentation**

The file of your presentation should be submitted online **on the dedicated presentation**



# EUBCE 2024

32nd European Biomass Conference & Exhibition

24 - 27 June Conference & Exhibition  
28 June Technical Tours  
Marseille



**submission platform** (link and instructions will be sent by email) or onsite at the Presenters' Desk.

The computer driven presentations which will be used during your plenary 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. The presentation will then be transferred to the respective auditorium. No changes will be possible from 30 minutes before the beginning of a session.

The **Presenters' Desk** is located on the **1<sup>st</sup> floor, Room Escalette, Marseille Chanot Convention and Exhibition Center, Marseille**

Opening hours are as follows:

Sunday	23 June 2024	16:00 – 18:00	
Monday	24 June 2024	07:30 – 08:30	12:30 – 18:30
Tuesday	25 June 2024	08:00 – 18:30	
Wednesday	26 June 2024	08:00 – 18:30	
Thursday	27 June 2024	08:00 – 17:00	

An additional computer will be available at the Presenters' Desk (Preview Desk) to check the correct functionality of your presentation prior to the session.

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.

**Full paper and slides to be published in the Conference Proceedings indexed in Scopus**

**Kindly note that delivering your presentation in the conference does not imply publishing the slides in the conference proceedings.**

If you wish to publish your paper or presentation in the EUBCE Conference Proceedings, files must be submitted online through the user area at <https://ssl.conference-biomass.com/> section "Paper Delivery" by **27 June 2024**. Corresponding authors will be informed when the submission platform is open.

The layout of your paper should be exactly the same as the master document "[Instructions for Preparation of Papers](#)". For further details on how to prepare the manuscripts please see the **Instructions for the Preparation of Papers**.

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

On behalf of Nicolae Scarlat  
Technical Programme Chair

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