Guidelines for the preparation of the dialogue session presentation

So you are going to present a paper at the EPE 2001 Conference ...

- ... congratulations, in the European professional power electronics world it is considered an honour to have a paper accepted by the international selection committee for presentation at the 9th European Conference on Power Electronics and Applications.
- ... and good luck, since you are of course eager to get your ideas across to your colleagues who will come from many countries and who are prepared to learn from your experience. The dialogue presentation is well suited for a prolonged discussion of specialists at your booth.

1. Your Dialogue Presentation

Although your paper will be included in the Conference publication, the dialogue session is your great opportunity to present your work directly to other registrants and to discuss it with them.

Try to attract the registrants to your stand. Unless they come to it, you cannot expect to have a discussion with them. The display should therefore be visually appealing and should contain the essence of your paper in a form which is easy to understand.

Your display board will have only a number on it until you provide a title - the same title as your published paper (with authors and affiliation). It should be visible from several meters away; so lettering should be large and clear. Your display should consist chiefly of keywords, diagrams, photographs, etc ... Colour photographs are particularly attractive in a display. Diagrams and graphs should have clear captions. All lettering should be easy to read. Normal typewritten or hand-written text is not allowed, but typewriting is acceptable if it is enlarged to 0.7 cm in height. All graphs and diagrams should be drawn with thick lines (preferably 1 mm or more in width). Use colour to emphasise important features. Photocopies of your typescript are not acceptable. Programmes running on personal computers and small items of equipment may be used in your display. Please ensure such items are covered by your insurance. You may also distribute information sheets.

Presentation of your booth is important. You are recommended to take as much care with it as you did in preparing your written paper.

2. Display, Set-Up, Attendance and Removal Times

The dialogue sessions will take place in the room indicated in the conference presentation schedule. You are asked to set up your display between 08.30 - 10.30 hrs on the morning of your presentation.

Please see your Provisional Programme for your day of presentation.

The dialogue session runs from 14.40 - 16.40 hrs. No lecture sessions will be taking place and the presenting author should attend his booth throughout.

Display material must be removed by 17.30 hrs on the day of your presentation. Any material not removed will be thrown away.

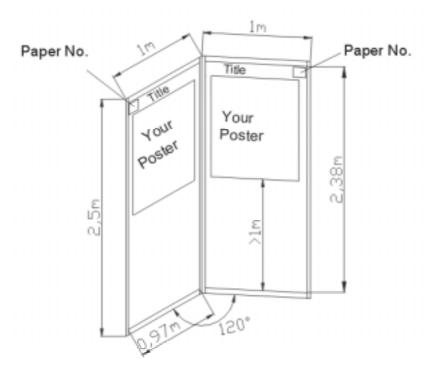
3. Checking your presentation

Where a contribution has been prepared by several authors, please advise who will attend the Dialogue Session to discuss the display with registrants using the presentation advice note.

4. Equipment

The following equipment will be provided for your dialogue display:

(a) A dialogue booth giving a maximum area of approximately 2 m width in a V-shape of the panels and 2.5 m height from the bottom. The maximum usable display area therefore is about 1.9 m width and 1.2 m height.



- (b) A chair.
- (c) Adhesive tape for attaching your posters to the panels; please use only this type provided in order not to damage the panels and enable a smooth removal afterwards.

Any other material for the dialogue display must be provided by the authors (pens etc ...).

List of dialogue session chairpersons

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