



16 – 21 September 2012, Manchester Central Convention Complex, UK
www.emc2012.org

Information for Speakers – Contributed Oral Presentations

Thank you for kindly participating in emc2012 by giving a contributed talk at one of the conference sessions.

SESSION INFORMATION

An overview of the programme of sessions for emc2012 has now been added to the website
[CLICK HERE TO VIEW](#)

or go to www.emc2012.org.uk/conference/programme_overview.html

Please check the programme to find the day and time slot of the session in which you are presenting. The programme will soon be updated with a more detailed running order for the sessions so please do check back for updates.

SESSION COMPOSITION

As a contributed speaker you have been allocated 15 minutes for your presentation. Further information on the session composition can be found in the table below:

Length of each AM / PM session	2 hours	
Number of oral presentations	2 x invited papers	4 x contributed papers
Time per speaker (inc questions)	30 mins for invited	15 mins for contributed

When preparing your presentation, please keep in mind that sessions must run to schedule.

YOUR PRESENTATION

All presentations should be in PowerPoint, with screen format 4:3 and based on the submitted abstract as accepted by the Programme Committee. We recommend that all text size is a minimum of 24pt and that all graphs, charts and images are produced with large projection in mind.

For any embedded video or animations please note that we will need the 'source file'.

If for some reason, you need to cancel your attendance or presentation, please let us know as soon as possible and ensure that you provide a recommendation for a replacement.

THE SPEAKERS ROOM AT MANCHESTER CENTRAL CONVENTION COMPLEX

There will be a Speakers Room situated close to the main entrance of Manchester Central Convention Complex, where the AV company will be on hand to help you load your presentation and answer any technical queries about presenting your talk.

Please arrive at the Speakers Room (Central Room 3) at least 4 hours before the start of your talk (or the day before) with a copy of your presentation on a memory stick or disc so that the AV technicians can load this and run through everything with you.

Please do not hesitate to visit the Speakers Room or ask one of the AV technicians for assistance should you need it during the conference.

Speakers Room Opening Hours:

Sunday 16th September: 4pm – 6pm

Monday 17th – Friday 21st September: 8am – 6pm

REGISTRATION

In order to present your paper you must register for emc2012. If you have not already registered you can find all information on registration by visiting www.emc2012.org.uk

SOCIAL EVENTS

There will be a welcome reception at Manchester Central on Sunday 16th September from 7pm to 8.30pm. The Congress Banquet takes place on Thursday 20th September at Old Trafford (Manchester United) Football Ground, and you can book to attend at the same time as registering for the Congress.

ACCOMMODATION

All speakers are responsible for their own travel and hotel arrangements. There is a good selection of hotels within easy reach of Manchester Central Convention Complex where the conference will take place.

For hotel booking where you can obtain special rates for the emc2012 conference

[CLICK HERE](#)

or go to: www.reservation-highway.co.uk/delegatelogin.php?session=144&dpw=emc12

Further updates will follow closer to the conference, and we have an active website at www.emc2012.org

Thank you in advance for your participation. We look forward to meeting you in Manchester!