



Guidelines for Speakers

International Conference on Negative CO₂ Emissions, May 22-24, 2018, Gothenburg, Sweden

Thank you so much for your efforts and contributions to the conference and for sharing our aspiration to promote negative-emissions technologies. It is highly important that the speakers adhere to the guidelines provided below. With the exception of the keynote presentations, the oral presentations are given in five parallel sessions.

As many attendees may want to move between sessions to listen to specific presentations it is very important that *you do not exceed the 20 minutes allotted to each presentation*. This includes the introduction of the paper and the Questions & Answers. The exact start time is given in the program. It is suggested that you limit your presentation to 15 min. The session chair will inform you when your 15 minutes are up, at which point you should wrap-up your presentation and allow some time for questions.

Presentation format

Please prepare your presentation in PowerPoint or PDF format. Avoid complex slides with a lot of text, which require long reading time. Please *do not* spend time going through the basics of negative emissions. *Please name your presentation* “Session ID Name of presenter”, e.g. “7B Johan Persson”.

Uploading the presentation

We encourage all speakers to upload their presentations on Monday, May 21, in association with the welcome reception, or Tuesday, May 22, before 8:30 AM. There will be a computer available (up until 8:30 AM, Tuesday) near the registration desk where the presentations can be uploaded from your USB stick.

It will also be possible to upload the presentation later on in the room where you are going to present. If this is the option you require, please contact the Chalmers representative, who will be present during all sessions. Be sure to upload your presentation in good time before the start of your session.

Technical setup in the session rooms

Each session room will be equipped with the following standard equipment:

- Laptop computer
- Laser pointer
- Microphone (where needed)
- Screen & projector

If any problems should arise, the Chalmers representative will help you.