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Extended abstracts at the 2024 Summer Study: Information for presenters (display and oral)

Dear presenters of extended abstracts,

Please take the time to read the important information below concerning your participation and presentation in the eceee 2024 Summer Study conference. This document refers to presentations of extended abstracts only, both oral and displays.

Extended deadline: 2 April (extended from 25 March)

Your abstract is found here: https://www.eceee.org/summerstudy/for-authors/submission-system/

Update your abstract by 2 April

Please update your abstract in the same portal where you submitted your original abstract, i.e., please do not submit a file of your abstract! The extended abstract can be 4000 characters (for the text itself, excluding heading, author info etc).

Upload your presentation or concept description by 2 April

Please upload a draft presentation or a draft idea for a display in the portal. The purpose of this submission is to give panel leaders a fair idea of what you will present. They need some guidance for planning their sessions and prepare the panel introduction. See below for more detail.

Registration

At least one author/presenter per accepted contribution must be registered to make the presentation at the conference.

You must be registered by 28 March.

Please also note that to ensure maximum participation and networking, we don't allow a registered participant to make more than one oral presentation and one display presentation (this is regardless of whether the underlying documentation is an extended abstract or a peer-reviewed paper).

If you have any questions about your registration, do not hesitate to contact the eceee secretariat at summerstudy@eceee.org.

Also remember to regularly check www.eceee.org/summerstudy for updated information on the event.

Oral presentations of extended abstracts

The nine panels run in parallel in two morning sessions Tuesday through Friday. A panel session will last 90 minutes and include three presentations. You will have a maximum of 20 minutes to present and ten minutes for Q&A and a discussion with your fellow participants. This schedule will be strictly enforced to allow for "panel hopping".

By early May, we hope to have a first version of the panel schedule available for all presenters. Please note that the schedule is likely to change, so you should attend the whole event to make sure you can make your presentation and there won't be a problem if your presentation slot is moved before the schedule is fixed.

Requirements and suggestions

There are no templates, but please consider this (not forgetting the max 20 mins limit):

- **Wide screen:** Always use 16:9 format (wide screen).

- **English is not everyone's first language:** If you're a native English speaker, please remember that most of your audience is not. So please do your best to keep your language accessible to a non-English audience.

- **To the point:** Decide on your key message(s) and concentrate on that.

- **Less is more:** Prepare legible slides (fewer words and larger font), containing e.g. bulleted lists with keywords, simple tables and graphs, and contrasting colours. (Note that light colours are not projected very well and might disappear altogether.)

- **Fewer slides are a virtue**: Keep the number of slides small. As a general rule, 6–10 slides will be sufficient.

- **Don't rely on internet:** We cannot guarantee the quality of the Internet connection all the time – we therefore strongly recommend that you download screen dumps and other material as a back-up if your presentation concerns Internet material.

- **Not everyone is an expert in your area:** Don't forget that your audience will be diverse in nature and some may not grasp complex equations or detailed models explained orally.

We suggest that you end your presentation by stating the one or two issues you would like to see discussed.

If you have any questions on your oral presentation or the organisation of your panel, do not hesitate to contact your panel leaders and/or the conference managers.

Displays based on extended abstracts

The display session will be held on Tuesday afternoon, 11 June. All displays (based on extended abstracts or peer-reviewed papers) will be presented in one single two-hour session.

The most common format for a display is the poster and we offer poster boards. However, we have chosen to call it display since it may just as well be demonstration of a software, a game, or artefacts for a campaign. Feel free to combine poster with other formats!

Please consider the following:

- **Size:** Maximum size for posters (if this is the format chosen): A0 (roughly 80 cm x 1,2 meters, portrait format)

- **To the point.** Decide on your key message(s) and concentrate on that.

- **Less is more:** keep it simple and raise interest. Save tiny details for the abstract or explain your point. Or bring a flyer for more information.

- **Don't rely on internet:** We cannot guarantee the quality of the Internet connection all the time if you wish to demonstrate something from the web.

- **Don't post a print out.** Do not simply paste pages of normal printed text on the poster board – no one can read them!

- **Special needs?** Let us know if you need special equipment (a table, electricity for a laptop, etc)

- **Be creative!** Consider other formats than a poster, or combine another format with a poster

Good luck!