



UMAC CONFERENCE : Guidelines for Speakers

All presentations of papers and flash talks should be sent to the organizing committee (email: umac2026.greece@gmail.com) **before the 9th of October** in order to avoid delays in the programme.

Presentations of on line speakers should be sent to the organizing committee (email: umac2026.greece@gmail.com) **before the 7th of October.**

Authors presenting papers or flash talks should :

Before the conference

1. Practice delivering your paper/ flash talk to ensure that its length does not exceed your allocated time. The time limit of oral papers will be strictly enforced. Please note that due to the big number of submissions the presentation time for all **papers** will be **10 minutes** for each paper.
2. Flash talks need to be ultra-short and provocative. You have **5 minutes** to state your position and main arguments.
3. Do not read the whole text of a Power Point slide; the audience is able to do that and reads faster than you can talk.
4. Choose quality, interesting and unique photographs when presenting such material. Often photographs will save you many words of explanation. Interesting photographs catch the audience's attention.
5. Label scientific figures, graphs and tables using type that will instantly be legible in a medium sized room.
6. Please save your file on PPT and PDF.

At the Conference, before your presentation:

1. Meet with your Session Chair and introduce yourself.
2. Prior to your session, familiarise yourself with the room in which it is to be held.

3. 10 minutes before your session, get in touch with Staff members and, if not sent before, give your file to be placed on the computer. Make sure your material is compatible with the system being used. Test your Power Point/PDF until the end.

When giving your presentation:

1. When delivering the paper, do not read it word for word.
2. UMAC participants come from all over the world, therefore speak clearly and slowly.
3. Do not run over your time. The Chair will warn you when you have one minute left and you will have to conclude. You will not be allowed to exceed your time limit.