

Metal 2019

Flash Poster Presentation Guidelines

Metal 2019 will feature a new presentation format - Flash Poster Presentations. During the main conference session, all poster authors will present a Flash Poster Presentation to allow you to focus attention on the topic of your poster. The Flash sessions are scheduled on Monday September 6 and Tuesday September 7 in the morning and afternoon, and in the early afternoon of Wednesday September 8.

Flash Poster Presentations are in addition to the dedicated poster session. The dedicated poster session will be held from 7:00pm on Wednesday evening September 4 where all poster authors are expected to be in attendance at their poster for discussion.

1. Poster flash presentations are meant to be a VERY SHORT presentation of your poster - **you will have a maximum of 3 minutes and 2 slides ONLY without animation.** The purpose of the flash presentation is to stimulate the audience to view your poster and to discuss the research in more detail with you during the poster session on Wednesday evening September 4.
2. **ONLY HIGHLIGHT THE MAJOR FINDINGS OF YOUR WORK.** You should focus only on the main aim of the research and the key findings. More detailed information can be provided during the poster session.
3. 'Questions and Answer' time right after the poster flash presentation will not be provided.

When preparing your presentation:

1. Presentations should be prepared for use with Microsoft PowerPoint in a Windows 10 and PowerPoint 2016 compatible format. If made in another program or in an earlier PowerPoint version, please make sure that it is compatible with the above.
2. Please avoid special effects or animation in your slides. No connection to the internet is allowed.
3. Review your presentation slide on a different machine from which it was originally prepared to ensure everything works correctly.
4. As a back-up, please bring a copy of your Flash presentation to the conference on a USB thumb drive.

At the session:

1. The conference program is online here: https://metal2019.org/wp-content/uploads/2019/08/Metal2019_program-paper-sessions-and-flash-poster-presentations_final-.pdf Please carefully check the program and note in which session

your Flash poster presentation will occur. The order of the presentations will be as indicated on the program.

2. Speakers should be seated by or standing close to the stage and ready for the talk to respect the tight schedule. Please be available at least 15-20 minutes prior to the beginning of the session in which your flash talk is scheduled. Student volunteers and the session chair will be available to assist you.
3. You have **3 minutes to present your work**. The chairpersons are instructed to require all speakers to adhere to this limit. No more than 2 slides are allowed!
4. Do not spend time to acknowledge all colleagues, institutes etc. This information is shown on your poster. Focus on your message to attract people to view your poster during the poster session.
5. The electronic projection equipment in the plenary room will include a laptop equipped with Windows 10 and PowerPoint 2016.
6. The conference room will have a WIFI connection but redirection to the internet is not allowed for flash poster presentation.
7. For any assistance on site prior to the talk (i.e. verification of the file received), please contact the site IT technician on site.

Submission of presentation:

1. **You must upload your Flash Presentation (PowerPoint) file to the Paper-Flow platform no later than August 30. After that date, you will not be able to upload the file, you will have to bring it to the IT technician on site.**
2. To do so, please login to the platform (<https://metal2019.paper-flow.com>) and go to your contribution's details page.
3. On the contribution details page, go to the "presentation file" tab and use the field provided to upload your file. **Files should be no larger than 10 MB.**
4. **Owing to the Flash presentation schedule, with back to back presentations, please do not bring your Flash Presentation to us right before your session as we will not be able to upload the file. The file must be loaded onto the conference computer at least 24 hours in advance of your session.**