

# 40th AIVC - 8th TightVent & 6th venticool Conference

From energy crisis to sustainable  
indoor climate 40 years of AIVC

15-16  
October  
2019

Ghent,  
Belgium



## **Check list for speakers of Short Oral Presentation sessions**

- ✓ Recommended Poster Size is A0, 120cm high X 80cm wide.
- ✓ Poster area is located in ground level of the conference venue. The conference secretariat will indicate when and where the poster should be placed.
- ✓ Display time: Tuesday October 15 from 09.00hrs
- ✓ Dismantling time: Wednesday October 16 at 17.00hrs
- ✓ Poster session: Tuesday October 15, at 19.00 – 21.00. Authors are kindly requested to be in front of their poster to be able to reply to any questions
- ✓ Your presentation should have 3 to 5 slides maximum.
- ✓ Your presentation is expected to be 3 minutes long. Please make sure that your presentation remains within this time frame.
- ✓ Final version of your presentation should be given to the technical staff at least one hour before the session.
- ✓ Contact one of the chairpersons of your session at least half an hour before the session.

## **Check list for speakers of Long Oral Presentation sessions**

- ✓ Final version of your presentation should be given to the technical staff at least one hour before the session.
- ✓ Contact one of the chairpersons of your session at least half an hour before the session.
- ✓ Your presentation is expected to be 12 minutes long, unless otherwise agreed with your chairpersons. Please make sure that your presentation remains within the expected time frame.

## **Check list for speakers of Topical Oral Presentation sessions**

- ✓ Final version of your presentation should be given to the technical staff at least one hour before the session.
- ✓ Contact one of the chairpersons of your session at least half an hour before the session.
- ✓ Clarify the expected length of your speech with the chairpersons. Please make sure that your presentation remains within this time frame.

