

## MES 9 Guidelines for Presenters, Participants and Chairs

Following the MES principles in all previous conference we also wish here at MES 9 to provide ample space for discussion and collaboration amongst presenters and participants. In the following and based on the MES9 program we will provide some basic guidelines as reminders for all presenters and participants.

### I: IMPORTANT!!!!

We would also like to request that you provide us with your power point presentation by next Tuesday 4<sup>th</sup> of April at the address mes9@uth.gr Please, make sure that your power point presentation is named after the first author name. This will facilitate a lot our onsite organization of sessions in the program for a successful event.

### II: IMPORTANT!!!!

All presenters, chairs and participants need to keep in mind that English is a second language for the majority of the participants and keep up their oral presentations and discussion at a pace that can be easily grasped by everybody. The main tip is speaking slowly and clearly! And, please, avoid that wonderful jargon(s) of UK or US or Canadian or Australian or..beautiful dialects!

### III: IMPORTANT!!!!

The conference rooms will be equipped with a computer (Windows 7 operating system or later and Microsoft PowerPoint 2015 or later) and projector. If the presentation requires the installation of a specialized software, please inform the secretariat of the conference, but please, not later than Tuesday 4th of April.

## MES 9 GUIDELINES

1. **Plenaries:** Each plenary is planned in the program for a 50 minutes talk.
2. **Reactors:** Each plenary has two reactors who will make a short address of 10 minutes each.
3. **Plenary chairs:** Each plenary chair will have to introduce briefly the plenary speaker and keep the time for the plenary, the reactors and the plenary reaction session after the working groups. Plenary chairs will also have to chair the plenary reaction session discussion.
4. **Working Groups:** The working groups are organised around one hour for discussion. Participants will need to sign upon arrival on which working group they would like to be and they will have to follow that working group for the whole conference. The aim of the working groups is to discuss the plenary and to address important themes and questions that will feed back to the plenary reaction.
5. **Working Group Chairs:** The working group chairs will need to facilitate all members of the working group to participate in MES practices.
6. **Plenary reaction session:** The plenary reaction session is planned for one hour. Within that timespace all working groups will feedback us with what they have been discussing.
7. **Paper & Project presentations:** Paper & project presentations need to be kept short (i.e about 10 minutes each) so that to allow time for discussion and group work within the session.
8. **Paper & Project presentation session chairs:** The chairs in each of these sessions will need to keep the time for each presenter and to facilitate all participants to engage in discussing the paper or the project works, if possible, within smaller group work discussion.
9. **Symposia & Discussion Groups:** Symposia and discussion groups are already chaired by organisers and moderators from within the symposium structure and it is up to them in how to facilitate interaction and groupwork.
10. **Poster presentations:** The poster **dimensions must be 110 cm (tall) x 80 cm (wide)**. The authors are required to have their posters printed and must bring them for presentation. The posters will be presented at the conference venue at the Valis Grand Ball Room. Presenters need to be there available in order to discuss their work. At the registration office there will be some materials for the placement of the posters. The authors are required to help in putting up their work on the day and time of presentation, and remove it at the end of the conference. The secretariat and the organizing committee of the conference is not responsible for any loss or damage of posters during the event.

