

# Practical Guideline for Oral Presenters

## The Countdown to Europe's Leading Graphene and 2D Materials Conference Begins

### Things to know before you go

#### Registration Required

You must be registered to attend the conference. If you have not, please contact [grapheneweek2024@mkon.se](mailto:grapheneweek2024@mkon.se). Presenters not registered by 02 September will be removed from the [Graphene Week Programme](#).

#### Presentation Format

- Oral presentation (15 minutes) including 3 minutes Q&A. Please introduce yourself to the Session Chair no later than one hour before your presentation.
- Please **use 16:9 format** for your slides. [Find logos here](#). Find [template here](#)
- Make sure that all graphics, fonts and videos (including audio) are saved within the PPT presentation.
- Save your presentation file as: **Presentation date (xx.xx.xxxx), FirstLastName**. Avoid queuing.
- [Upload your presentation here](#) or bring your presentation on a USB-stick to the Media Desk.

#### Media Desk & Technical Equipment

- The Media Desk is located on first floor of the venue, next to Auditorium 3 assisting presenters during the following times:
  - 12:00-18:00 Monday 14 October
  - 08:00-18:00 Tuesday 15, Wednesday 16 and Thursday 17 October
  - 08:30- 11:00 Friday 18 October
- Visit the Media Desk **at least one hour before your talk** to ensure your presentation was uploaded and check compatibility with LCD projectors.
- LCD projector, screen, PC, podium microphone or lapel microphone and laser pointer will be provided in the meeting room.

#### Conference Location

##### Cubex center

[Na Strži 2097/63, 140 00 Praha 4-Nusle, Czech Republic](#)

[How to get to the conference location?](#)

#### Badge Collection

- **13 October:** you will be able to collect your identification badge between **17:00 and 19:00** at the Registration desk
- **14 October:** Collect your identification badges between **09:00 to 18:00** at the Registration desk.

- **From 15 October onwards:** delegates may collect their identification badges during the conference timetable at the Registration desk.

## Conference Material

The conference will provide you with:

- Your identification **Badge**. It must be always worn and visible, to gain access to Cubex Center Prague, the lunchroom, the welcome reception and conference dinner.
- Complimentary gift bag with information about Graphene Week related world.

## Further Information

### Conference Dinner

Thursday, 17 October, from 18:30

River Cruise Dinner on Grand Bohemia, 3h duration

Booking needed, tickets are purchased with registration

The boarding pier is "Pier nr 4" <https://maps.app.goo.gl/EiqV7YBH7unv5rmUA>

## Room Schedule

**Auditorium 1:** Opening Ceremony, Plenary Sessions, Parallel Sessions, Project Workshops, Closing Ceremony

**Auditorium 2:** Plenary Sessions, Parallel Sessions, Project Workshops, Graphene Innovation Forum

**Auditorium 3:** Parallel Sessions, Project Workshops

**Gallery:** Lunches

## Presentations Structure

- Keynote lecture with 40 minutes, up to 10 minutes of Q&A to follow.
- Invited talk with 30 minutes, 5 minutes of Q&A to follow.
- Oral Presentations with 12 minutes, 3 minutes of Q&A to follow.
- Graphene Innovation Forum, Workshops and Fringe Sessions have an independent timetable. Please check the programme.
- Poster Sessions with 1.5 hours (Session chairs will strictly control timing).

## Be Aware

### Intellectual Property

Any event content, including but not limited to photos, videos, slides, or papers, are considered property of Organiser and shall not be posted or disseminated by participants without expressed written approval of the Organiser.

### Use of Likeness

By attending Graphene Week conference you acknowledge and agree to grant the Graphene Flagship the right at the event to record, film, photograph, or capture your likeness in any media now available or hereafter developed and to distribute, broadcast, use, or otherwise globally to disseminate, in perpetuity, such media without any further approval from you or any payment to you. This grant to Graphene Flagship includes, but is not limited to, the right to edit such media,

the right to use the media alone or together with other information, and the right to allow others to use or disseminate the media.

### **Digital Publications**

The introduction of electronic documents and publications in the Graphene Flagship meetings is part of the sustainable event management practices.

### **Code of Conduct**

All participants are expected to:

- Be inclusive, considerate, respectful, and collaborative.
- Refrain from intimidating, discriminatory, harassing, or demeaning behaviour.
- Inform the event organiser if they notice someone in distress.

### **Support**

#### **Registration:**

Contact [grapheneweek2024@mkon.se](mailto:grapheneweek2024@mkon.se)

#### **Withdrawal Necessary?**

In case you are unable to present your talk, please send an e-mail to [grapheneweek2024@mkon.se](mailto:grapheneweek2024@mkon.se)

#### **Accommodation**

Take advantages of our reduced fee of 25% off the daily rate [here](#)

We look forward to seeing you in Prague!

**The Graphene Week 2024 Organisation Team**