Practical Guideline for Speakers

We are looking forward to this extraordinary event!

Things to know before you go

Registration

As a keynote or invited speaker, you should be registered to attend the conference with a waived or discount fee. If you have not done so by 30 August, your registration has been done automatically. Please contact event@graphene-flagship.eu if you cannot attend the event.

Graphene Week Online Programme

Please check your presentation´s title, abstract and time slot in the digital programme. If your title and abstract do not appear or need to be updated, send the information to gw@graphene-flagship.eu. If you do not update this information, it will not be correct in the Graphene Week Full Programme!

Presentation Format

- Keynote lecture, in general, with 45 minutes, 10 minutes of Q&A to follow.
- Invited talk with 35 minutes, 5 minutes of Q&A to follow.
- Please introduce yourself to the Session Chair no later than 15 minutes before your presentation
- Please **use 16:9 format** for your slides. 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) RoomName (**see online programme**) FirstLastName.** Avoid queuing.
- Bring your presentation on a USB-stick to the Media Desk.

Media Desk & Technical Equipment

- The Media Desk is located on the ground floor of the venue assisting presenters between 12:00 to 18:00 (Monday), 8:00 to 19:00 (Mon-Thu), 8:00 to 13:00 (Friday).
- Visit the Media Desk **at least two hours 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.

Presentation Upload Instructions

- The conference will use a presentation management system where all presentations are uploaded centrally at the Speakers Preview Room (Location)
- Presentations may be submitted to us on-site using a USB drive. Alternatively, the Speaker's Preview service can provide an email address which may be used for submissions of up to 25 MB in size. For material that exceeds that size, a direct link to submit to our system can be sent to the speaker. *
- Information on the email address for submission and for how presenters may receive the afore-mentioned link, if desired, is given in the Speaker's Preview room onsite.
- Irrespective of submission method, we encourage all presenters to physically visit our Speaker's Preview room for a run-through of their presentations with our staff in order to ensure that everything is in order before presenting
- If you have delivered your presentation to the PDA Program Committee beforehand we still urge you to visit the Speakers Preview Room to make sure your presentation runs smoothly on the computers in the venue and that there is no issues with videos, fonts etc.
- There will be technicians in the room to assist with upload and to help if there are any issues with the presentation
- Each session room will be equipped with a laptop connected to the projector and sound system, this laptop will have the same specifications as the computers in the Speakers Preview Room.

* Please note that submissions are only handled during the opening hours of the Speaker's Preview service during the conference.

Speakers Preview Room (Location)Opening hours:

Add date and opening hours
In order to avoid any problems with your presentation, please make sure it fulfils the corresponding requirements, and read carefully the instructions below.

PowerPoint Instructions

- If preparing your presentation in MS-PowerPoint, it is recommended that you use the latest version to guarantee that it will be opened successfully on the on-site PC.
- Please save your PowerPoint presentation using PPTX format and not PPSX

Pictures/Videos

- JPG or PNG images are the preferred file format for inserted images.
- GIF, TIF or BMP formats will be accepted as well.
- Images inserted into MS-PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary, and will only increase the file size of your presentation.
- In order to ensure compatibility with any embedded videos in your presentation please test your presentation with the Speaker's Preview staff on-site. Microsoft recommend MP4 format for videos embedded in PowerPoint.

Fonts

- Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause wrong layout/style of your presentation.
- Suggested fonts: Arial, Calibri, Times New Roman. If you insist on using different fonts, these must be embedded into your presentation by choosing the right option when saving your presentation:
- Click on "File" and choose "Options", go to "Save" and select "Embed Fonts in the file". Click on "OK" to save. (Works for TrueType and OpenType Fonts)
- Save your presentation as PPTX

Use Copyright-Free Graphene Flagship Images

You are welcome to use Graphene Flagship Images in your poster:

Conference Location

Gothia Towers, part of the Swedish Exhibition & Congress Centre
It is located in the city center, walking distance from most hotels.
Mässansgata 24 (Entrance 8), Gothenburg, Sweden
How to get to the conference location?

Badge Collection

- **4 September:** you will be able to collect your identification badge from 09:00 – 18:00 at the venue, conference location – Entrance 8.

- **4 September:** since governmental authorities are attending the Opening Ceremony, it would be highly appreciated if you could collect your identification badges between **08:00 to 12:00** at the Registration desk. Please do not try to pick up during the **Welcome Lunch** which is served from 12:00 – 12:45.

- 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 always be worn and visible, to gain access to the conference venue, the lunchroom, and the welcome reception and conference dinner.
- Complimentary gift bag with interesting information about the collaborators of Graphene Week.

Room Schedule

Auditorium: Opening Ceremony, Plenary Sessions, Parallel Sessions, Closing Ceremony
Room H1: Parallel Sessions, Fringe Sessions
Room H2: Parallel Sessions, Fringe Sessions
Graphene Foyer: The Graphene Flagship exposition, Business Networking Lounge, Poster area coffee breaks and lunches
Innovation Alcove: Graphene Innovation Forum, Workshops, Industry and Innovation Working area, Exhibitors Programme, Networking Lounge
Hall H: Exhibition area, Networking Lounges, Poster area, coffee breaks and lunches
Media desk: available.

Presentations Structure

- Keynote lecture - 45 minutes, 10 minutes of Q&A to follow.
- Invited talk - 35 minutes, 5 minutes of Q&A to follow.
- Oral Presentations - 12 minutes, 3 minutes of Q&A to follow.
- Graphene Innovation Forum, Workshops and Diversity in Graphene have an independent timetable. Please check the programme.
- Fringe Sessions - 1.5 hours.
- Poster Sessions - 1.45 hours. (Session chairs will strictly control timing)

Social Programme

See details here

Well-being pre-event	Sunday, 3 September, from 11:00 Join our team in an amazing day at the park! Gothenburg Marathon
Welcome Lunch	Monday, 4 September, from 12:00 – 12:45 Unique flavors of West Sweden cuisine, at conference venue.
Welcome Reception	Monday, 4 September, from 19:00. At Liseberg Amusement Park Free for all conference attendees, no ticket required
Conference Dinner	Thursday, 7 September, from 19:30 Anders Carlssons gata 2, 417 55 Göteborg Kooperativet Restaurant it was previously a shipyard established in 1841 and has now been transformed into one of the most popular dining venues in town. Included to all invited speakers (plenary). Guest speakers should have access. Please check with your session coordinator

Welcome Reception   **Conference Dinner**   **Gothenburg Marathon**

Be Aware

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

Use of Likeness   By attending the 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. Please feel free to interact with the [Online Programme](#) and the [conference website](#) during the event.

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 gw@graphene-flahgship.eu

Withdrawal Necessary?   In case you are unable to present your talk, please send an e-mail to gw@graphene-flagship.eu

Accommodation: We still have some rooms available for 160 Euros.

We look forward to seeing you in Gothenburg!

The Graphene Week 2023 Organisation Team