IFSW 2019 European Conference
Q & A
General information for presenters

1. **Does the conference provide technical equipment?** For the paper presentation sessions, IFW and obds will provide all necessary technical equipment. Each room is equipped with **laptop, video projector, flipchart, pin board, moderator case** (markers, paper, pins etc.).

2. **Can you provide with a presentation controller and laser pointer?** This feature is not available in all rooms.

3. **Does the conference offer any audio equipment during the presentation?** Each room provides video and audio support for the presentation.

4. **What is the requested format of the presentation?** Presenters can choose the format of their presentation; it is not mandatory to have visual/audio aid. If you choose to have a presentation, it should be in **.ppt** format.

5. **Will there be time before the speech to test the equipment?** Presenters should be in the room 10-15 minutes before the session starts. Each presenter must have their presentation on a USB stick (for presenters that have a .ppt presentation) and must transfer it to the conference laptop. In this time each presenter will have the time to test the technical equipment.

6. **What is the attendance time for the speakers?** Each speaker has maximum 15 minutes to present, 12 min for presentation and 3 for discussion, in case the presentation takes more time, the discussion time will be cut. After 15 minutes the floor will be given to the next presenter.

7. **What is the size and the configuration of the rooms?** You can see more details about the room (size, shape, maximum capacity) you will present at: https://www.veranstaltungszentrum.wien/
The rooms not displayed are similar to the ones shown on the website.

8. **Will the session be recorded or filmed?** No.

9. **Can presenters take pictures for personal use, in respect of course to GDPR regulations?** Pictures will be taken by the conference team. The pictures will not be online and will be used just for internal reporting and documentation. Each presenter should ask the audience if they agree with pictures. There will be support staff that will be able to help you with this matter.

10. **Who will moderate the sessions?** Each session will be moderated by a chairperson, that will introduce the presenters and will make sure the time slots are respected. If you want to have a specific focus when you are introduced to the audience, please prepare 3-5 lines in writing and provide the chairperson with this information.