

Instructions for conference participants

Oral presentations

Oral presentations should last **15 minutes**, followed by 5 minutes for questions from the audience.

We kindly ask you to look at the Conference programme to check date and time of the session in which you are presenting.

You are requested to bring your final PPT or PDF presentation file on a USB stick at the conference.

More information on technical arrangements will be circulated during the conference.

Ignite Talks

Ignite talks are oral presentations lasting **5 minutes** each, where slides are shown in “movie” mode, and change automatically to an imposed total duration of 5 minutes. The most common format includes 20 slides self-advancing every 15 seconds, but you are free to reduce the number of slides or the total duration of the presentation.

If you use MS PowerPoint, you will find in the "Transitions" menu an "Advance slide" option, which you should set to 15 seconds (in case of 20 slides).

Please send your Ignite talk presentation to the email address aashish.bhardwaj@deltares.nl by Thursday 21st June at the latest

Marketplace

The GFP marketplace is a place for participants to show their latest interactive tool, research achievement or flood product. Attending participants will split in groups of similar size and visit each place or “booth” and interact with its presenters. Each session in the marketplace lasts for around 10 minutes, after which the people attending should switch to another booth. The facilitator presents his topic by various means and then discusses and collects ideas from the people attending her/his booth each time.

Tables and electric sockets will be provided to each booth presenters. In case you are a Marketplace presenter and need additional equipment (e.g., PC, monitors, flipcharts, whiteboards, etc.) please contact us at the email address aashish.bhardwaj@deltares.nl.

Workshops

Four workshops will take place in two parallel sessions of two workshops each. The meeting participants will be asked to split into two groups of similar size, choosing the topic which is of higher interest for them (out of the two of each parallel session). Those workshops are a great way to foster the discussion on specific topics, create networks and collaborations, and advertise our own scientific achievements.

Workshop moderators are asked to take notes (or nominate a participant to do so) and **report back on the outcomes of each workshop in the plenary session on day 3** (27 June, at 14:00).

Poster presentations

Participants are requested to hang their posters in the morning of the 1st day or at their earliest convenience.

Poster boards are 22" x 35" (58 x 90 cm) in size (portrait orientation). Larger posters will not fit on these poster stands. **Recommended print size for posters is A1 portrait**

On 25 June at 15:00, poster presenters will have the chance to give a 1-minute presentation to advertise their poster(s) to the other participants.