



Guidelines for the Presenters

For the paper to be included in the conference proceedings, one author must register, attend the conference and present the paper.

CECIIS 2015 conference sessions are scheduled in groups of 3-6 paper presentations. A time slot that is allocated to each paper is **15** minutes: 10 minutes for the presentation and 5 minutes for discussion and switch between presenters.

Please prepare your PowerPoint presentation by following formatting guidelines:

- Keep the amount of information on each slide to a minimum.
- Use a standard font such as Times Roman, Arial or Tahoma, and a relatively large font size.
- If you plan to use animations, try to be as consistent as possible and use simple or subtle effects.

Plan to arrive to the conference room at least 10 minutes before the session begins to load your PowerPoint presentation into the conference computer. Take time to familiarize yourself with the set-up of the room. Each session room will be equipped with a computer and a projector.