

General guidelines

Conference rooms

The different spaces where the conference will take place are identified in the document of the conference program, available on the conference website ([CD25 – Conference Program](#)). This document also provides a link to access google maps with the coordinates of the several spaces (in page 27 click in “Open in Google Maps”).

Room #1 is an auditorium, with a projection wall above the stage. The speaker will be on stage and the easier way to point for the presentation is by using the laptop mouse. Rooms #2, #3 and #4 will have a monitor and therefore, laser pointers are not well visible. Again, the mouse in the laptop may be the easier way to point to specific details. Nevertheless, pointers will be supplied in every room, allowing to change slides.

At the room of the coffee-breaks and posters (E24 Space), a world map will be exposed. The participants are invited to pin in the map the location where they come from, to highlight the worldwide collaboration between the coastal community.

Internet access is provided in all rooms: Network: eduroam

User Login: visitantes@visit.uaveiro.eu

Password: #Eventos25

Short-courses

Teaching staff and participants of the short courses must go to the UNAVE building. The conference registration of these persons will be performed at UNAVE, starting at 8:30 am, on 7th April.

The teaching staff should verify if all the equipment is working properly. Laptop from the teaching staff is expected. If specific requirements are needed, the Local Organizing Committee should be previously informed.

Parallel sessions

During the parallel sessions, the conference rooms will have a clock visible to all, which will be managed by the organization. Respect by the stipulated times is very well appreciated:

- Presentations should have no more than 12 minutes;
- Time for questions from the audience is 2 minutes and 30 seconds. Short and objective questions or comments are recommended. If a longer discussion is needed, there will be time for that during the breaks and social moments;
- 30 seconds will allow move to the next presentations, or move to assist presentations in other rooms.

The chair of the session should control the times, with the help and collaboration of the speakers and the audience.

Speakers

Each speaker should prepare a 12 minutes presentation, supported by a PPT or PDF file. The presentation may include sound and animations, but each presenter should confirm if everything is working well. Adequate size of the information in the slides and contrast of colours are recommended.

The speakers must go to the [helpdesk](#), to upload their presentations, with the help of the conference staff. This should preferentially be done the day before the session, but at least, before the previous coffee-break of the corresponding session. Upload the presentation directly in the conference room is not allowed.

The speaker should be in the room 15 minutes before the session. Should present himself/herself to the chair of the session and should confirm if his/her presentation was properly uploaded.

Chairs

The chair should be in the room 15 minutes before the session starts. He/she should verify if all the presenters are in the room.

The chair should verify if all the presentation files were uploaded for the session, by contacting the member of the staff present in the room. At least one members of the staff will be in the room, to help if something is needed.

A sheet will be provided, allowing the chair to highlight 2 or 3 aspects of the sessions, in order to help to summarize the conference results, to be presented in the closing ceremony.

Posters

Each author should prepare a A0 poster, according to the template provided in the conference website. Adequate size of the information in the poster and contrast of colours are recommended.

The author should go to the [helpdesk](#), to leave the poster with the conference staff. This should preferentially be done the day before the poster session, but at least, before the 9:30 am of the day of the poster session.

The author should be near the poster during all the coffee-breaks, which correspond to the poster sessions. Coffee-breaks and posters will be in the same room, allowing an easy interconnection between authors and audience.

The authors can collect their posters at the end of the afternoon coffee-break, on their presentation day. Otherwise, the poster will be removed by the technical staff and can be collected in the helpdesk, during the conference days.



Technical visits

All the visits will provide a bus for transport. However, in all of them, some walking moments are possible, mainly in visit #3. Therefore, adequate shoes are recommended.

Visits #1 and #2 will have moments at the Aveiro Harbour and Figueira da Foz Harbour Administrations, respectively. These infrastructures are international territories, which require specific accessing control. Therefore, the participants of these visits should provide some data, that was requested by a specific email.

All the transports by bus will departure from the Rectorate Building. The meeting should be at least 15 minutes before the departure time, to avoid delays.

Conference dinner

For the conference dinner, be at the meeting point, the Rectorate Building at 19:30, as the departure time should be 19:45. The trip takes about 15 minutes and the reception at the venue starts at 20:00.

Local Organizing Committee

Coastal Dynamics