



Dear presenter,

Thank you for joining our IAEE conference in Amsterdam this month! We welcome you and hope that it will be an inspiring event, where you can meet new and old colleagues. The countdown has started; hence it is time to inform you about **practicalities**.

About the Venue:

[De Bazel](#) is a historic monument, in the center of Amsterdam. The venue is fantastic, and still active as the city archive. The conference will be at the third floor of the building. A photo impression is found below. The photo impression shows rooms that are now available for small meetings (the parallel session rooms), but each room will be able to accommodate up to 30 persons during the conference. So, no worries there! And the plenary can accommodate for all of us. We have around 140 participants in total, so we are proud of what we can bring together these conference days!

For oral presentations:

- 10 minutes to present + 5 min discussion/questions. Try to stick to your time limit, so that all presenters have sufficient time within a timeslot (6 presentations in 90 min slots).
- The sessions will be chaired, so time will also be kept by the chair.
- You can use audiovisual aids for your presentations (preferably PowerPoint). Make sure you bring a usb stick to the venue and upload the presentation in the room where you will present or download it from a cloud. Please do this before your session starts, so that we can start in time and have no technical delays. Notice that if you have any alternative presentations tools, it may not be supported (so bring your Mac if you want to use keynote).
- There is free WIFI available at the venue (in case you have videos or your presentation stored in the cloud). Notice that video's might be difficult as we only have laptops, so bring your own speaker (like a tiny JBL, or contact us) if you want to use sound in your presentation. Our advice is to keep it simple, though, to prevent any frustration.

For Poster presentations

You can hang the poster from Wednesday onwards at the venue until the end of the conference. Tape will be provided.

The poster presentation session will be at the start of the conference, after the opening session (Wednesday 17:30-18:30) and there will be two sessions chaired in parallel. At this session, you get the opportunity to present briefly (5 min max) your poster and answer questions). The rest of the conference, during lunch breaks, posters can be presented also, but this time without a chair. It might be nice to keep an eye on the interest for your poster during the conference... 😊

- Max size of your poster should be portrait-shape, A1 size 📄
- 5 min max to present your poster
- Session Wednesday will be chaired
- For Thursday and Friday: posters will be in the hallway, during lunch break you can expect people to have a look, so be around.
- Your poster presentation is listed in one of the two poster sessions.

For workshops/focustracks/symposia/panel:

- The workshops etc. will not be chaired by the organization, and you are expected to lead the event yourself (as most of you already suggested in your abstracts).
- computer is available at the venue to present e.g. a PowerPoint presentation. Make sure you bring a device (usb) or upload from the cloud at the venue.
- there is wifi available at the venue
- if you want to use audio, please contact us, as we make use of a laptop only (so a speaker is needed)

Questions?

The organizing team will be walking around to make sure that all questions can be addressed during the conference.

The organizing team:

Rita Santos, Mariëlle Diepeveen, Miriam van Loon, T. Honeysett, Mariëtte vd Hoven

