

CYC2019 Guidelines for speakers

General

You can find the program code assigned to your presentation when logging into the [CYC2019 SPMS server](#).

Please be advised that by giving your talk you automatically agree to its online publication on the [JACoW](#) website.

- Any special requirements concerning visual aids should be addressed to the local organizers at cyc2019@tlabs.ac.za well in advance of the conference;
- Invited oral presentations have 25 minutes for the talk and 5 minutes for questions and answers;
- Contributed oral presentations have 15 minutes for the talk and 5 minutes for questions and answers;
- A preview/testing area (also called “speaker ready room”) is available for speakers;
- Speakers must upload their presentation to the [CYC2019 SPMS server](#) following the instruction below;
- Use of individual laptops cannot be accommodated. The deadline for presentation upload is at 16:00 on the day before your talk;
- Accepted formats are Microsoft PowerPoint and Adobe PDF.
- Movies for the talk can be uploaded using the original file name under the File Type Talk Movies.
- Note that the computers used for the presentations will be PCs running Windows. **There will be no possibility for authors to use their own computers** and if this will cause you problems, please contact cyc2019@tlabs.ac.za as soon as possible.

Slide size

- 16:9 presentations will be allowed.
- Please note that with 4:3 presentations there will be black columns on each side of the screen.

Before the conference starts

- Please upload your electronic presentation to the [CYC2019 SPMS server](#) as early as possible but at the latest by 16:00 on the day before the presentation.
- The slides for the talk have the paper's program code too, but get “_talk” as additional qualifier and then uploaded in the same way as for papers through your CYC2019 profile.
- Example for paper code MOB01, the file name(s) should be: MOB01_talk.pptx (or ppt, pps, ppsx, pdf).

At the conference

- Those speakers who have not uploaded their files in advance should either upload at the venue, or deliver them (PowerPoint, PDF) to the Preview/Testing Area at least one day in advance.
- The presentations can be checked and uploaded to the [CYC2019 SPMS server](#).
- Before your session, please check that everything has been loaded correctly.
- Slides that have been successfully captured will be published via the conference website on the day of the presentation.

Official opening hours of the preview/testing area (speaker ready room):

- Monday 08:00 – 17:00
- Tuesday 08:00 – 17:00
- Wednesday 08:00 – 17:00
- Thursday 08:00 – 17:00
- Friday 08:00 – 12:00

During the presentation

- In the main venue, the AV technician will assist you with your presentation.
- Please contact them just before the session in which your talk starts.
- The slides will be shown on a comfort monitor in front of the venue off centre to the stage with the podium.
- You will be provided with a Perfect Cue clicker (slide advancer and laser pointer) to move through your slides.