



LIBER 2019 Speaker Guidelines

CONFERENCE VENUE

All conference rooms are in close proximity to each other within the conference venue - the concourse of the [Arts Building](#) on the central Trinity College Dublin campus. A map of the venue will be posted on the conference website two weeks before the conference.

AUDIO VISUAL EQUIPMENT

Each room contains the following AV equipment:

- PC or laptop with wired internet access and monitor
- Projector with projection screen
- Lectern microphone*

If you would like to test your slides in advance of your presentation, you can do so with one of our technicians in our dedicated Speaker Preview Room. This facility is located in Room 3081, Floor 3 of the Arts Building, and is available at the following times:

- Tuesday 25 June: 14.00-16.00
- Wednesday 26 June: 10.00-16.00
- Thursday 27 June: 08.30-16.00
- Friday 28 June: 08.30-12.00

Please note, if this room is busy, preference will be given to speakers presenting on the same day.

It will not be possible for presenters to use their own laptops for their presentation, as it may not be compatible with equipment at the venue. Presentations will be preloaded to the presenter PC/laptops in each room. Please see the "Submitting Your Presentation" section below for further information regarding the submission deadline.

THE FORMAT OF YOUR PRESENTATION

- Presentation slides should be 16:9 ratio format
- Software installed on the presenter PC/laptops is for standard Windows 10 set-up
- Presentations must be created in PowerPoint or Prezi*
- The first slide must contain: title of paper, names of all authors with presenter(s) listed first and the presenter(s) affiliation(s)



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- Ensure you bring a back-up copy of your presentation with you to the conference

SUBMITTING YOUR PRESENTATION

All presentations must be submitted in advance of the conference. You are required to send your final presentation file with the subject heading 'Parallel Paper: Lead Presenter's Name' to LIBER2019@conferencepartners.ie by 13:00, Monday 17 June.

Use the following convention when naming your file:

Session Number_FirstnameSurname_LIBER 2019 using the lead presenter's name

For example: *Session6_JaneBloggs_LIBER2019*

If the file size is too large to email, please contact us to make alternative arrangements.

You are not required to submit a written version of your presentation.

DISSEMINATION OF YOUR PRESENTATION

As highlighted in the conference registration form, filming and photography will take place at the conference.

Your presentation will be audio and/or video recorded and may be livestreamed. If you have concerns about this, please contact the LIBER Office (liber@kb.nl) no later than Friday 21 June.

We would like to publish your presentation slides on Zenodo after the conference. Please send an email confirming that (a) you agree to this and (b) your slides do not contain copyright images to LIBER2019@conferencepartners.ie.

*A lapel microphone and the option to present in Keynote (Mac) is available to keynote presenters. Keynote speakers must report to the Room Manager fifteen minutes prior to their presentation.