11th International Conference
LYON 2023 —o L'eau dans la ville | Urban water

Organized by
graie
OTHU
MÉTROPOLE GRAND LYON

nôva TECH

Recommendations for your oral presentation

SPEAKING TIME

12-15 minutes will be allocated to the presentation of your paper, followed by **5 minutes for specific questions** (20 minutes for the whole presentation). In most sessions, 10 minutes will be allocated to more thematic debates, during which you will be able to talk over some common or complementary points in relation to the presentations, or discuss more general themes.

Beware! The session chairman will be uncompromising regarding the allocated speaking time. To allow participants to attend the chosen presentation, all oral presentations will have to start exactly at the same time in each conference room and presentations will not be inverted.

LANGUAGES

Both English and French are spoken at the conference. For a good and efficient simultaneous translation, we suggest, especially if you speak English, <u>to express yourselves as simply as possible and not too fast</u>.

The interpreters have access to the powerpoint presentations before the sessions. Do not hesitate to provide them with clarifications if you think it could be useful (particular or specific vocabulary).

POWER POINT PRESENTATION

♦ **Presentation format**

For all presentations to have a consistent layout, please use the Power Point template <u>available online</u>.

Do not use too many slides: 1 slide for 2 minutes of speech is far enough for a smooth and more effective oral presentation.

Use the proposed font type and size: simple font with a sufficient size for reading.

If you add some pictures, please make sure you use the appropriate format and size (.pict format is not readable).

If you wish to show a video, it must be in the same file or directory as your presentation document. Please note there is **no internet access possible**.

The Power Point template is compatible with versions from 97 to 2021. The computers are PCs. All Macintosh Power Point presentations will need to be converted in the preview room (please spare enough time for your presentation to be converted). For more safety, please have a .pdf version of your presentation as well.

♦ **Presentation set-up**

At least two hours before your presentation begins, please give your PPT presentation, ideally on a USB stick to the technicians in the preview room. If your presentation starts early in the morning, you will need to give it the day before on the conference venue (preview desk will be open on Monday during the Welcome Cocktail for Tuesday afternoon sessions). Please note that <u>it is not possible to connect a laptop computer in the conference room</u>.
In the preview room, a technician will add your presentation to the central system. You will have the opportunity to review your presentation and check that there are no compatibility issues.

♦ **Oral presentations**

Speakers are expected to be in their conference room 10 minutes before the beginning of the session, to meet the session chair. Please follow carefully the instructions received from the session chair, in particular regarding the speaking time allocated to your presentation.

Your presentation will be sent directly to the projection room via the internal system. A technician will launch your presentation on the screen of the conference room a few seconds before your presentation starts. Once the presentation is launched, you will be able to control the program by clicking on the mouse - the computer will work normally.

The audience of the conference will be made of scientists and practitioners. Please make sure your presentation is adapted to all publics.

VISIBILITY OF YOUR COMMUNICATION

On the website of the conference, www.novatech2023.org, for all the papers:

- Everyone has access to the short abstracts both in English and French.

- Every participant will have access to the complete abstracts of your papers before the conference and during the following months.

On HAL

HAL is an online platform developed by the CNRS, created for the deposit and the dissemination of scientific and technical articles and theses. You can access this data for free.

- Unless you give a contrary order, your written communication will be deposited on HAL by the end of the year.

- We will inform you when your paper is published.

- You will be able to attach your ppt presentation or your poster if you wish.

TSM

All the authors of papers in French are invited to propose a paper in the technical and scientific journal TSM (ASTEE journal, a partner of Novatech).
There are two possibilities: an article or a scientific and technical note, or an "operational sharing" article, a new section which proposes articles on concrete and transposable experiences.
On the TSM website, click on « Pour les auteurs », you will find all the information on why and how to submit an article. You will then be able to consult all the necessary documents for your submission (authors' guide, publication assistance, article outline).