

## **Instructions for ALAPP presentations (revised 6. September 2020)**

Please note that ALAPP 2020 is now designated as a virtual conference. The conference will run for 2 days, i.e. 16-17 September 2020.

For us to deliver the programme efficiently and to allow as much interactivity as possible, please follow the instructions below.

Basically, there are two stages to the presentation process.

In the first stage, you are required to send your presentation as a PowerPoint-file with audio.

(For instructions on how to create a PowerPoint with audio, please see here: [for PC-users](#) and [for Mac-users](#).)

**The maximum size of the ppt-file is 15 MB.** Please plan your presentation accordingly with regard to content (number of slides, images and sound). Keep in mind that audio consumes considerable amounts of space.

If you want to record your presentation in another format (e.g. publish video on your YouTube-channel, or in a cloud managed by your University) please send us the url. The maximum time for your video presentation is 20 minutes.

Your presentation must reach us

at [alapp2020@isl.ntnu.no](mailto:alapp2020@isl.ntnu.no) AND [monica.amundsen@ntnu.no](mailto:monica.amundsen@ntnu.no) no later than 09 September 2020. All registered participants will have access to your presentation in the week prior to the conference.

In the second stage (i.e. during the two conference days) you will present a brief summary of your video presentation. This live presentation (maximum 5-7 minutes) serves as a review or update of your submitted presentation. Each review will be followed by a discussion, lasting 8-10 minutes.

Time schedules will be followed strictly.

For those presenting posters, the second stage remains the same. As regards the first stage, the poster (without video/audio presentation) must be sent to us by 09 September 2020.

We will cluster 3 presentations in a block, with breaks in between blocks.

Entrance to the conference portal will be through a personal link. This will be sent to you. Details will follow.

Please follow [updates on our webpage](#).

For technical inquiries, please contact [monica.amundsen@ntnu.no](mailto:monica.amundsen@ntnu.no)

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On behalf of ALAPP Organising Committee