

Parallel Sessions – Practical Information

Each parallel session runs for 2 hours. As the number of papers varies across sessions (4, 5, or 6 papers), the time allocated per presentation differs accordingly. Please consult the programme to check how many papers are scheduled in your specific session, and adjust your presentation length accordingly:

Number of papers	Time per paper	Suggested split
6	approx. 20 min	15 min presentation + 5 min Q&A
5	approx. 24 min	18 min presentation + 6 min Q&A
4	approx. 30 min	20 min presentation + 10 min Q&A

Room locations

- **Sør and Nord:** 3rd floor, Annex building (same building as the Auditorium)
- **Styresrommet and Machiavelli:** Ground floor, Main building
- **Auditorium:** Annex building

Please check the programme for which room your session takes place in, and allow a few extra minutes to locate the room if you are unfamiliar with the venue.

Technical setup

- Each room is equipped with a PC connected to a projector.
- Presenters are asked to use the PCs provided in the room rather than connecting their own laptops, to minimise time lost between presentations.
- Presentations should be uploaded via USB flash drive. USB drives will be available in each room / at the registration desk.
- Presenters are encouraged to arrive a few minutes before their session (e.g. during the preceding break) to upload their presentation and confirm it displays correctly.
- Preferred file formats: PowerPoint (.pptx) or PDF.

Role of session chairs

- Keep the session on schedule according to the timing provided.
- Signal to the presenter when approximately 2 minutes remain.
- Introduce each presenter briefly and moderate the Q&A.