

## Guidelines for Presenters, Panellists, and Moderators

This document contains guidelines for presenters and panellists:

1. Registration
2. Guidelines for plenary presentations and panels (Monday and Wednesday, 18 and 20 May)
3. Guidelines for parallel session oral presentations and chairs (Tuesday, 19 May)
4. Guidelines for poster presentations (Monday and Tuesday, 18-19 May)
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### 1. Registration

All presenters (keynote speakers, panellists, plenary and parallel oral presenters, and poster presenters) must be registered participants of the 11th EuroGOOS International Conference. Only registered participants will be able to present. Registration is ongoing on the conference website.

### 2. Guidelines for plenary presentations and panels (Monday and Wednesday, 18 and 20 May 2026)

Plenary sessions will be held on Monday, 18 May and Wednesday, 20 May in the Auditorium. Please consult the conference programme to see the precise time at which your presentation or panel will be held.

Each plenary session will have a Moderator, who is responsible for introducing speakers, time keeping, and moderating questions from the audience. Moderators will also moderate the panel discussion held during plenary sessions.

Presentations are to be 10 minutes in length (unless specified otherwise). Presentation slides should be in PowerPoint. Speakers are asked to send their slides at [conference@eurogoos.eu](mailto:conference@eurogoos.eu) by 10:00 on 15 May – we greatly appreciate receiving your slides early. Alternatively, the slides will be collected during the on-site registration, at the registration desk (8:20-8:50 AM on 18 May) – no later than 8:50 on 18 May. Technical assistance will be available in the session room.

Panel discussions will be moderated by the session Moderator, including questions taken from the audience. Panellists will not present presentation slides, but will each give a 3-minute intervention at the beginning of the panel discussion.

#### Publication

Extended abstracts of plenary presentations (maximum 5 pages) should be submitted to the conference organisers by 12 May for inclusion in the Conference Proceedings.

### **3. Guidelines for parallel session oral presentations and chairs (Tuesday, 19 May 2026)**

Parallel sessions will be held on Tuesday, 19 May, in rooms located close to the auditorium and signposted. Please consult the conference programme to see the time and location of the session in which your presentation will be made.

Each parallel session will have a Chair, who is responsible for introducing speakers, time keeping, and moderating questions from the audience. Session Chairs will also provide a 5-minute summary of the session to plenary on Wednesday, 20 May, followed by a Session Chairs panel discussion.

Presentations are to be 10 minutes in length each, with time allocated for questions from the audience following each presentation. Please consult the conference programme to see the running order of presentations within each parallel session.

Presentation slides should be in PowerPoint. Speakers are asked to send their slides at [conference@eurogoos.eu](mailto:conference@eurogoos.eu) by 10 AM on 15 May – we greatly appreciate receiving your slides early. Alternatively, the slides will be collected during the on-site registration, at the registration desk (8:20-8:50 AM on 18 May) – no later than 8:50 on 18 May.

Technical assistance will be available in the session room.

#### **Publication**

Extended abstracts (maximum 5 pages) should be submitted to the conference organisers by 12 May for inclusion in the Conference Proceedings.

### **4. Guidelines for poster presentations (Monday and Tuesday, 18-19 May 2026, 1700 - 1900)**

#### **Format and production**

Posters should be displayed in a physical printed format, 122 cm x 104 cm with portrait orientation.

Presenters are responsible for printing their own posters and bringing them to the conference venue.

#### **Set up and dismantling**

Posters will be displayed at the entrance (also harbouring the registration area), with poster panels made available. It is the responsibility of the poster presenters to foresee paper buttons, scotch tape, scissors or other tools to set up the poster on the panel.

Set up must take place before the start of the conference (by 8:50 18 May). Registration desk will be open from 8:00 on 18 May; the bus transfer from Larnaca centre will ensure arrival by 8:20.

Dismantling should take place after the end of the conference (15:00 on 20 May). Removal of posters is the responsibility of the poster presenters. Any remaining after 17:00 on 20 May will be recycled.

## Poster session

Dedicated poster sessions will be held on Monday, 18 May, and Tuesday, 19 May, at 17:00-19:00 on each day, in the poster area (at the entrance and near the registration area). Presenters are asked to be present at their poster display during this time to discuss their work with other conference participants.

## Publication

Extended poster abstracts (maximum 3 pages) should be submitted to the conference organisers by 12 May for inclusion in the Conference Proceedings.

## 5. Communication

Conference dissemination on LinkedIn is welcome mentioning #EuroGOOSConference and tagging the EuroGOOS account (<http://linkedin.com/company/eurogoos>). Participants are encouraged to disseminate their insights, research, and experience at the conference.