

Dear Presenter,

We are working hard on the Conference program and hope to have it completed by mid-April. As soon as we have the complete program, we will let you know so that you can check it out on the conference website <http://conf2019.macam.ac.il/> and find out exactly when your presentation slot is.

Professor Yael Fisher has prepared a guideline video clip to help you prepare for your presentation:

Guide for [Presentation](#) (in English)

Posters:

- Poster sessions will be held on each day of the Conference.
- The allotted time for each poster session is 90 minutes and will include 7-9 posters.
- Each presenter will be allocated 5 minutes for explaining the poster, followed by discussion with the audience.

Guidelines for Preparing your Poster

- Poster measurements are 70cm width x 100cm length and should be printed on paper or fabric but not on foam.
- The text of the poster must be in English only.
- We recommend that you prepare a summary of your poster and distribute it to conference participants.
- At the end of your session, please take down your poster. Conference management will not be responsible for posters that are not removed.

Lectures:

- Each session will last 90 minutes and will include 3-4 lectures.
- The allotted time for each lecture is 15 minutes, plus 5 minutes for discussion.
- There will be a computer, screen and projector in all lecture rooms.
- Please ensure to arrive at your assigned room 15 minutes before the start of the session and upload the presentation for your lecture.
- In case of any difficulties, the conference technical team will be pleased to assist you.

Workshops and (Long) Roundtables:

- Owing to the large number of excellent workshops that were submitted, some of the workshops will be conducted in separate classrooms, and others in the Conference Hall in a "Long Roundtable" format, alongside additional roundtables.
- In the acceptance letter we sent you, you were informed of the format of your session: Workshop or Long Roundtable workshop,
- The allotted time for Long Roundtables is 90 minutes (although you can choose to complete it in one hour). The roundtable sessions will be held concurrently in the conference Hall. If you need to use a computer for showing material, please bring your own computer or bring printed copies.
- The allotted time for workshops in separate classrooms is 60 minutes. To keep within the time frame of the 90-minute sessions, some of the workshops will commence 15 minutes before the start of the session and will end one hour later, and others will commence 45 minutes after the start of the session and will end 15 minutes after the session ends.
- For example, in the 09:30 – 11:00 session, some of the workshops will take place from 09:15 – 10:15 and others from 10:15 – 11:15.

Please make sure you know what your time slot is.

(Short) Roundtables

- There will be one/two sessions in the Conference devoted for short roundtables.
- The allotted time for a short roundtable is 30 minutes. The first 10 minutes is for describing your research or initiative, followed by 20 minutes for discussion and audience questions. We recommend that you prepare your presentation very well and ensure that you leave enough time for the discussion and questions.
- The time allotted for the entire session is 90 minutes, and each table will have 3 presentations in this format.
- The roundtable sessions will be held concurrently in the Conference Hall.
- Please bring your own computer if you need to share any materials with the participants.

Film or Book Discussion:

- Discussions on films or books will be held in the same format as the Long Roundtables (see above).
- Please send us details of the book or film as soon as possible: exact name and whether you have a copy of the book for participants to see; details how to view the film before the session if possible.

- Please bring your own computer if you need to show any materials or bring printed copies.

Discussion Panel:

Panels will be held on each of the Conference days.

The time allotted for each panel is 90 minutes and will have three parts:

1. Presentation – the moderator will open the panel and then each speaker will give a 10-minute presentation of their position (for a total of 45 minutes).
2. Audience discussion to be moderated by the panel organizer (30 minutes).
3. Summing up by the panel organizer and participants (15 minutes).

There will be a computer, screen and projector in all panel rooms

Wishing you much success in preparing your presentation, and we look forward to seeing you.