

Guidance for EUSEA26 formats

Hello

Thank you for participating in the EUSEA26 conference. We are very excited to celebrate our 25th birthday with you. Below you will find useful information about how we will run each session format.

Poster Pitches.

Please create your posters in portrait format (A1 or A0) and bring both a physical and a digital copy when you register.

I have since spoken with the university, and they have said they can print some posters themselves. This option is mainly intended for presenters travelling to Luxembourg by plane who may find it difficult to bring a poster tube or similar item in their luggage.

For those travelling by train or other means, I kindly ask that you print your poster locally and bring it with you to the conference if possible.

If you need a poster printed, please let me know and upload your file to the following Google Drive folder. I would need the posters by 1 May at the latest:

 Poster #EUSEA26

These physical posters will be presented in a common area of the conference, and you can feel free to take some time during the conference breaks to present your poster to any interested conference goers.

The poster pitches will take place in the relevant conference room (see the programme for more details), where you can share either a digital version of your poster or a single PowerPoint slide as a visual aid to present your work. These posters and slides will be added to the laptop in the room. If possible, please share these digital assets when you register on the first day of the conference. Each room will be fitted with a laptop, projector, and microphone.

The poster pitches will be facilitated by EUSEA board member Andrea Brunello, who will introduce each poster presenter using the information provided when your contribution was submitted. Each pitcher will be given three minutes to provide a brief taster of their work and encourage further conversations after the session.

If you have any further questions, please contact chris.styles@eusea.info

Horizon talks

You are recommended to create a PowerPoint presentation for your horizon talk presentation. If you have any other hands-on props, these are always a welcome addition. Please bring your presentation on a USB stick when you register; the appropriate files will be transferred to the laptop in the presentation room. When registering, please also mention whether you will be using any additional videos or music, as these may require changes to the equipment setup in the rooms.

Each horizon talk session will be facilitated by a member of the EUSEA core team, who will introduce each presenter using the information provided when your contribution was submitted. If this has changed, please inform the facilitator before the session begins. Each room will be fitted with a laptop, projector, and microphone.

Each horizon talk is allotted 8 minutes, and the speaker will be given an audio warning when 1 minute remains. After the 8 minutes, you will be encouraged to finish your final thoughts, and then we will move on to the next speaker.

Once all the horizon talks have been presented, each speaker will be welcomed to join a panel at the front of the room, and the floor will be open to questions and comments.

If you have any further questions, please contact chris.styles@eusea.info

Scenario Workshops and Dialogue Sessions

These sessions are self-facilitated, although additional support is available; the activity is managed by the presenters.

If you have a PowerPoint presentation or visuals to be shown via a laptop and projector, please share them when you register, and they will be made available on the laptop in the room. Please let us know if you are using video or music, as this may require adjustments to the room's settings. Each room will be fitted with a laptop, projector, and microphone. If you need any additional resources, please inform the conference team with as much notice as possible before the conference, and we will try to accommodate these needs as much as possible.

You are welcome to rearrange the tables and chairs in the room as needed. If you need any assistance setting up the room, please contact a member of the EUSEA team beforehand. The walls are coated with a special paint, so you can use **non-permanent dry-erase markers on them.**

We encourage hands-on, participatory work during these sessions, so if you have any printouts or other materials, please have them ready for your session.

If you have any further questions, please contact chris.styles@eusea.info