

Oral Presenter Guidelines

1. Please review the scientific program and make sure you identify the date and time of your presentation(s): <http://congresos.fordigital.com/europtrode/scientific.html>
2. Please be present in the room **30 minutes before the start** of your session to check-in with the audio visual technicians, load your presentation in the available computers (unless you bring your own) and confirm that it is working properly.
3. The session chair has your speaker data information to use for your introduction. Please assist the session chair with the correct pronunciation of your name. Let him/her know any change that might have happened since your abstract/accompanying form was submitted.
4. Please, **strictly observe and not exceed** the allotted time for your presentation:

<p>Plenary lectures: 45 min + 10 min for questions Invited lectures: 25 min + 5 min for questions Oral presentations: 15 min + 5 min for questions</p>
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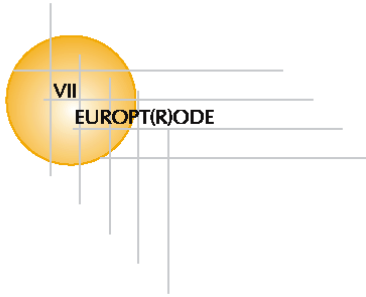
The chairperson of each session will strictly follow the timing to assure *a smooth transition of attendees between parallel sessions*. If the audience has additional questions they will be asked to discuss with you after the session. Your question time is NOT to be used for your presentation.

5. Please REPEAT all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful that everyone is aware of what is being discussed.

6. Special conference issue of Sensors and Actuators B:

Full-length papers will be considered for publication in a special conference issue of the Sensors and Actuators B Journal, an international peer reviewed journal published by Elsevier. You may either submit your manuscript to the guest Editors (Prof. María C. Moreno-Bondi or Prof. Guillermo Orellana, UCM) during the Conference or by mail immediately afterwards (deadline: April 16th). All manuscripts must be submitted before the deadline to be considered for inclusion in the proceedings volume and will be subject to full peer review.

Please refer to the Instructions to Authors for Sensors and Actuators B:
<http://www.elsevier.com/locate/snb> for details on the preparation of manuscripts.



AUDIOVISUAL REQUEST FORM

Please return this form by:

March 15, 2004

Please return to:

Prof. Dr. Guillermo Orellana
Universidad Complutense de Madrid
FAX: ++34-91 394 4103
E-Mail: euoptrode7@quim.ucm.es

PLEASE TYPE

Presenter's Name: _____

Presentation Title:

Presentation Date and Time: _____

The following Audiovisual Equipment will be standard in all meeting rooms:

_____ LCD projector and computers (A. Win XP + Office XP; B. Win 98SE + Office'97; C. Mac)
If you are using MacInstosh, we strongly recommend that you bring your own computer and make a PC-compatible backup file

_____ Laser pointer

_____ Microphone

_____ Overhead transparency projector with pens

Additional Audio Visual needs:

_____ Videotape playback unit
Please indicate format: _____

_____ Other (Please be specific) _____