31ˢᵗ European Sport Management Conference Presentation Guidelines

Poster Presentations
Poster Boards will be provided for all poster presenters to showcase their work during the conference. Posters should be portrait style (max. 3ft wide x 4ft long). The poster session will take place on Thursday 14ᵗʰ September 17:00-18:00. Presenters are to be located at their display during the session to present information on their poster and topic.

Oral Presentations
Please note timings are to be strictly adhered to by all presenters and moderators for the smooth running of parallel of sessions:

       12-minutes for presentation
       5-minutes for Q&A
       3-minutes for transition

Please consider accessibility when preparing your slides
Please upload presentations ahead of time to the google drive folder as instructed below.
Volunteers at the Registrations desk can also upload presentations.
Please bring a back-up of your presentation on a USB drive.

Uploading Presentations
All presenters are asked to upload their presentations to the provided Google Drive folder before 18:00 (CET) on Monday 11ᵗʰ September.

https://drive.google.com/drive/folders/1SVdaIYwsaPLwsSs7qi7VYouShw_i15qN?usp=sharing

Please check the conference programme for your allocated room and oral presentation session to identify the correct folder to upload your presentation into. Please only use the "I don't know..." folder if for some reason you cannot find your slot in the programme.

A Google account is required to upload presentations to the Drive Folder. If you do not have access to a Google account, presentations can be sent to EASM_Presentations@theeventspros.com and they will be added to the necessary folder by the conference team.

Please ensure your presentation has a suitable and recognisable filename e.g. room/track/author name/ to aid us putting your file in the right folder.

For those who do not upload or email a presentation, please bring your presentation on a USB pen drive in PowerPoint format.

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Thank you for your cooperation in ensuring a smooth presentation experience.