



SPEAKER INSTRUCTIONS

Oral presentation and translation

All presenters must register for the conference till 8:50, October 6, House of Scientists.

Oral presentations are allotted **20 minutes**.

Debates are planned after each presentation.

Each session will be facilitated by a moderator who is responsible for keeping speakers on time.

Conference organizers provide simultaneous translation from Turkish to Bulgarian and Bulgarian to Turkish.

There are 24 headsets for the participants and guests.

NB: Please, speak clearly and distinctly at a normal pace to facilitate translation.

NB: Please, send a text of your presentation, extended abstract or handouts for better translation no later than October 5 to 22:00 at ff@uni-plovdiv.bg.

Handouts

Handouts provide structure. They can provide supplemental material, references, a glossary of terms, and serve as a record of the presentation. The handout should be attractively laid out and inviting to read. Leave enough "white space" on the handout for the listener to take notes.

A handout should be 1-2 pages long and consist of:

- Your name
- Title of course
- Date of presentation
- Title of your presentation
- Brief abstract (50 word summary of your presentation)
- A brief outline of your presentation including the major points
- A bibliography of references used to inform the presentation

Speakers can produce a PowerPoint presentation to accompany their speech, as a visual reference for the audience.

Following is the equipment that will be available:

- PC laptop with Microsoft PowerPoint (2010) Application
- Computer Projector
- Portable screen 180x180
- One wireless microphone
- **Note: Internet access is not available for speaker presentations.**

Organizers