

INSTRUCTIONS FOR THE CHAIRMAN OF THE SESSIONS

- Before the session, please take the conference program from the organizers;
- Each session should last 90 minutes;
- In each session four works will be presented; 15 minutes should be spend for display / presentation of each work and 5 minutes for discussion;
- During the conference session:
 - Be in the conference room at least 5 minutes before the session;
 - Present session, as well as presenters at the beginning of each presentation;
 - Pay attention to the time given to each presenter and warn him after 15 or 20 minutes;
 - Organize questions and discussions and treat each work fairly and equally;
 - In case participant doesn't appear use that time organizing an open discussion.

INSTRUCTIONS FOR DISCUSSANTS

- Pre-read all the papers in your session;
- Help others in the development of conversation;
- Provide support.

INSTRUCTIONS FOR PARTICIPANTS OF THE CONFERENCE

- Ensure that you do not spend more than 15 minutes on presentation, or more than 5 minutes to respond to questions and on discussion;
- Adapt the number of slides in your Power Point presentation to fit in 15 minutes;
- Ensure that the font and background colors are clearly visible;
- Limit the number of images 1-3 per page and the number of graphical markers in six or less per slide, using no more than 5 or 6 words per label;
- Use one font type letter per slide and a total of two types per presentation;
- Give your presentation on the first day of the conference to the conference secretary and give the title "name and surname of the author " (if there are more, then only the first)