General
- The registration desk will be opened from Monday 13 May morning all along the Symposium, and will be available to provide information to participants.
- The Symposium will be opened and closed by Plenary sessions.
- The core of the Symposium is organised in 3 parallel sessions, as indicated in the final programme. There will also be a poster sessions on Day 2 morning.
- A symposium app will be used throughout the symposium to provide information on the program, sessions, abstracts, organisation matters and to allow the participants to pose questions and answer polls as requested.
- The Participants should arrive 5 minutes before the start of each session in the respective rooms.
- The Chair, co-chair and the speakers will sit at a table facing the audience.
- Strict time keeping will be ensured to allow moving across the parallel sessions and follow the presentations.

Oral sessions
- Oral presentations should last no longer than 15 minutes. 5 additional minutes should be left for questions. Each speaker will be anyway allowed a maximum of 20 minutes in total.
- Only if there remains time after all talks in a session, the Chair may invite two or three additional questions from the audience.
- Questions can be submitted also using the symposium's app. The chair will select the most relevant and pose them to the speakers.

Panel sessions
- The panels will be moderated by a chair and a co-chair.
- The panellists will have 5 minutes to make their statement, with 2-3 PowerPoint slides, or only oral.
- Panel chairs will be asked to write-up a summary of the discussions that can be included in the Symposium Proceedings.

Poster sessions
- In the Poster sessions, each main author will be allowed 2 minutes to introduce their work, either by using one powerpoint slide, or just orally.
- Posters shall have A0 or A1 vertical format.
- It will be responsibility of the Poster session’s Chair to keep a strict control of timing. At the end of all introductions, the audience will have the opportunity to move out of the rooms and visit the poster panels. This will include also the coffee break. Posters will remain accessible throughout the Symposium.

Authors' duties
- All presenters (oral session or poster session) and panellists must submit a full paper for the symposium proceedings.
- All the papers (either presented orally, in a panel, or as poster without distinction) uploaded on the Easychair platform according to instructions and within the deadline, will be included in the final Symposium’s proceedings.

Presenters' duties
- Presenters should upload their PowerPoint (or pdf) presentations upon checking in at the registration desk, or at the very latest before 9.00 on the day of their presentation.
- The presenters should write a short bio for the chair to introduce themselves. They will be contacted before the symposium by e-mail by the chair of their session to provide their short biographies; otherwise they should physically bring a printout to the meeting.
- Presenters should arrive 20 minutes before the start of each session to introduce themselves to the Chair, bringing their very short written biography sentence. Additionally, they can also later introduce themselves by using part of their presenting time.

Thank you and enjoy ESARDA Symposium in beautiful Stresa!
Dr. Filippo Sevini
ESARDA Secretary