

# Practical Guideline for Speakers

We are looking forward to this extraordinary event!

## Things to know before you go

## Registration

As a keynote or invited speaker, you should be registered to attend the conference with a waived or discount fee. If you have not done so until 30 August, your registration has been done automatically. Please contact [event@graphene-flagship.eu](mailto:event@graphene-flagship.eu) if you cannot attend the event.

## Graphene Week Online Programme

Please check your presentation's title, abstract and time slot in the digital programme.

If your title and abstract do not appear or need to be updated, send the information to [gw@graphene-flagship.eu](mailto:gw@graphene-flagship.eu). If you do not update this information, it will not be correct in the [Graphene Week Full Programme!](#)

## Presentation Format

- Keynote lecture, in general, with 50 minutes, 10 minutes of Q&A to follow.
- Invited talk with 35 minutes, 5 minutes of Q&A to follow.
- Please introduce yourself to the Session Chair no later than 15 minutes before your presentation
- Please **use 16:9 format** for your slides. [Logos here](#). Find [template here..](#)
- Make sure that all graphics, fonts and videos (including audio) are saved within the PPT presentation.
- Save your presentation file as: **Presentation date (xx.xx.xxxx) RoomName (see online programme) FirstLastName**. Avoid queuing.
- Bring your presentation on a USB-stick to the Media Desk.

## Media Desk & Technical Equipment

- The Media Desk is located on the ground floor of the venue assisting presenters between 8:00 and 18:00.
- Visit the Media Desk **at least two hour before your talk** to ensure your presentation was uploaded and check compatibility with LCD projectors.
- LCD projector, screen, PC, podium microphone or lapel microphone and laser pointer will be provided in the meeting room.

## Use Copyright-Free Graphene Flagship Images

You are welcome to use [Graphene Flagship Images](#) in your poster:

## Conference Location

Gothia Towers, part of the Swedish Exhibition & Congress Centre

It is located in the city center, walking distance from most hotels.

Mässansgata 24 (Entrance 8), Gothenburg, Sweden

[How to get to the conference location?](#)

## Badge Collection

- **4 September:** you will be able to collect your identification badge from 09:00 – 18:00 at the venue, conference location.
- **4 September:** since governmental authorities are attending the Opening Ceremony, it would be highly appreciated if you could collect your identification badges between **08:00 to 12:00** at the Registration desk. Please do not try to pickup during the **Welcome Lunch** which is served from 12:00 – 12:45.
- Delegates may collect their identification badges during the conference timetable at the Registration desk.

## Conference Material

The conference will provide you with:

- Your identification **Badge**. It must always be worn and visible, to gain access to the conference venue, the lunchroom, and the welcome reception and conference dinner.
- Complimentary gift bag with interesting information about the collaborators of Graphene Week.

## Room Schedule

**Auditorium:** Opening Ceremony, Plenary Sessions, Parallel Sessions, Closing Ceremony

**Room H1:** Parallel Sessions, Fringe Sessions

**Room H2:** Parallel Sessions, Fringe Sessions

**Graphene Foyer:** The Graphene Flagship exposition, Business Networking Lounge, Poster area coffee breaks and lunches

**Innovation Alcove:** Graphene Innovation Forum, Workshops, Industry and Innovation Working area, Exhibitors Programme, Networking Lounge

**Hall H:** Exhibition area, Networking Lounges, Poster area, coffee breaks and lunches

**Media desk:** available.

## Presentations Structure

- Keynote lecture - 45 minutes, 10 minutes of Q&A to follow.
- Invited talk - 35 minutes, 5 minutes of Q&A to follow.
- Oral Presentations - 12 minutes, 3 minutes of Q&A to follow.
- Graphene Innovation Forum, Workshops and Diversity in Graphene have an independent timetable. Please check the programme.
- Fringe Sessions - 1.5 hours.
- Poster Sessions - 1.45 hours. (Session chairs will strictly control timing)

## Social Programme

[See details here](#)

- Well-being pre-event** Sunday, 3 September, from 11:00  
Join our team in an amazing day at the park!  
[Gothenburg Marathon](#)
- Welcome Lunch** Monday, 4 September, from 12:00 – 12:45  
Unique flavors of West Sweden cuisine, at conference venue.
- Welcome Reception** Monday, 4 September, from 19:00.  
At Liseberg Amusement Park  
Free for all conference attendees, no ticket required
- Conference Dinner** Thursday, 7 September, from 19:30  
[Anders Carlssons gata 2, 417 55 Göteborg](#)  
Kooperativet Restaurant it was previously a shipyard established in 1841 and has now been transformed into one of the most popular dining venues in town.  
  
Included to all invited speakers (plenary). Guest speakers should have access. Please check with your session coordinator



Welcome Reception



Conference Dinner



Gothenburg Marathon

## Be Aware

### Intellectual Property

Any event content, including but not limited to photos, videos, slides, or papers, are considered property of the Organiser, and shall not be posted or disseminated by participants without expressed written approval of the Organiser.

### Use of Likeness

By attending the Graphene Week conference you acknowledge and agree to grant the Graphene Flagship the right at the event to record, film, photograph, or capture your likeness in any media now available or hereafter developed and to distribute, broadcast, use, or otherwise globally to disseminate, in perpetuity, such media without any further approval from you or any payment to you. This grant to Graphene Flagship includes, but is not limited to, the right to edit such media, the right to use the media alone or together with other information, and the right to allow others to use or disseminate the media.

### Digital Publications

The introduction of electronic documents and publications in the Graphene Flagship meetings is part of the sustainable event management practices. Please feel free to interact with the [Online Programme](#) and the [conference website](#) during the event.

### Code of Conduct

All participants are expected to:

- Be inclusive, considerate, respectful, and collaborative.
- Refrain from intimidating, discriminatory, harassing, or demeaning behaviour.
- Inform the event organiser if they notice someone in distress.

## Support

### Registration?

Contact [gw@graphene-flagship.eu](mailto:gw@graphene-flagship.eu)

### Withdrawal Necessary?

In case you are unable to present your talk, please send an e-mail to [gw@graphene-flagship.eu](mailto:gw@graphene-flagship.eu)

### Accommodation:

We still have some rooms available for 160 Euros.

We look forward to seeing you in Gothenburg!

**The Graphene Week 2023 Organisation Team**