



# The International Flow Battery Forum™

**Manchester 2017**

## **Information for presenters**

Thank you for your work in preparing your paper for this year's International Flow Battery Forum. We are looking forward to your presentation; here are some guidelines for speaking at the IFBF. This year we expect 200 delegates, from across the world.

The conference language is English.

The conference takes place in the Mercure Manchester Piccadilly Hotel, Portland Street, Manchester. The conference hall is upstairs from the main reception. Registration for the IFBF will be on the Conference level and will be open from 0830 on Tuesday 27 June, and from 0800 on Wednesday and Thursday.

We have a mixture of keynote speakers, panel sessions and oral presentations based on a written paper and poster presentations.

Keynote speakers will be sent information about their presentation time separately.

Panel session members will be sent information about their panel session later.

All speakers are allocated 15 minutes in total. Your presentation should be short, lively and fresh, and should not take longer than 15 minutes. A bell will ring after 14 minutes: if you have not finished, please note the chairman's directions and bring your presentation to a prompt end.

The remaining time is for open questions from delegates – at the chairman's discretion the questions will either take place at the end of each presentation, or at the end of the session. We encourage an active question and discussion session: it is better to leave more time for questions than to try to fit too much into your presentation. Your main objective should be to give a presentation that creates discussion and stimulates interest, focusing on your work in flow batteries and avoiding advertising or details about your company structure or organization except for information that is relevant to your talk. We welcome contributions that include commercial and economic issues and these should be addressed in a professional manner. Your written paper will have been published in the conference proceedings as a record of your work. Delegates will have a paper copy of this, so you may find it useful to refer to diagrams or details you have published in your paper.

May we remind you that there is no need to spend time on providing background information about the growth of renewable energy, variability of energy or the need for clean energy and energy storage. Please assume that delegates understand the main features of a flow battery.

Most presenters use slides to provide visual aids that complement their presentation. If you wish to use slides, Microsoft Powerpoint (.ppt or .pptx) is the preferred format. If you intend to use software other than Microsoft Powerpoint, please let us know in good time so that it can be tested. If you wish to use video or sound, we must know about this in advance, and we reserve the right to exclude this.

For first-time presenters, we suggest that you use a small number of slides, and do not fill each slide with text. Diagrams and photographs are good. It is often useful to show key information on your slides to help those who may not be fluent in English. Font size should be 18 point or larger. Take care when placing graphs and charts to ensure that the legend is visible and readable, and avoid putting detail close to the edge of the slide. The conference room uses a projection system based on the **16:9** aspect ratio. You may use 4:3 if you wish.

Please ensure that you submit your presentation slides in advance by emailing them to [papers@flowbatteryforum.com](mailto:papers@flowbatteryforum.com). Please email your slides no later than midnight on Sunday 25<sup>h</sup> June 2017. In your email please include your full name, the name of your institution and the title of your presentation. It is advisable to check with our staff that the correct version of your presentation materials have been loaded and all is well with the presentation. Please come to the AV desk during the break sessions.

Your presentation slides will be transferred into a locked pdf file and this will be distributed to delegates within a few days after the end of the conference. Presentation materials will be made available to non-delegates at the end of August.

When you arrive at the IFBF, please refer to the timetable to make contact with your chairman before your session. It is your responsibility to ensure that the chairman for your session knows how to pronounce your name. You should give the chairman a brief description of your current role, title or appointment so that you can be introduced correctly. You should also supply the chairman with one or two questions that you expect to hear from the audience following your presentation.

You will be provided with a clip on microphone to use throughout your presentation time. Please use this, it will increase the ability of the audience to hear your talk. You should present from the lectern; there will be a remote control to operate presentation slides, if you are using them. Please come to the AV desk at the start of the presentation prior to yours to collect your microphone. Please be prompt, as the handover time is part of your presentation time.

We will be using “twitter” and “linked in” to increase visibility of the IFBF. Please let us know your own twitter name so that we can connect with you, if you wish.

Finally, if you have any issues or problems with attendance, please let us know in good time. If you will not be present by 0900 on the day of your presentation, please let us know in advance and confirm your arrival time.

You can contact the IFBF office by using the email address [info@flowbatteryforum.com](mailto:info@flowbatteryforum.com)

Our office in the UK is +44 1666 840948