Thank-you for submitting your paper for presentation at the upcoming EurOMA 2013 Conference in Dublin. We have been working hard over the past few months to bring together the conference programme and appreciate your contribution to it. Below you will find some useful information to ensure that presenting at EurOMA 2013 is an enjoyable and beneficial experience for all.

**The Conference Venue**

The main EurOMA Conference will take place in Quinn School of Business, University College Dublin, Belfield, Dublin 4. A UCD campus map is available to download on the conference website.

**Audio Visual Equipment**

Each room in the Quinn School contains the following equipment:

- Screen
- Dual projection
- PC
- Monitor
- Wi-Fi

Please bring your presentation on a USB. Your presentation should be 16:9 ratio format. Software installed on the PC is for standard office set up (Office 2010). It will **_not_** be possible for you to use your own laptop.

On arrival in the classroom transfer your presentation from the USB to the EurOMA 2013 folder on the desktop of the PC and remove your USB. Do not present directly from the USB. All presentations will be deleted from the desktop after the session.

**Time Keeping**

Please ensure that you are punctual for your presentation time slot. The conference programme is extensive, featuring nearly 400 papers in 136 parallel sessions. So, keeping to schedule is essential. Presenters should meet with their Session Chair in the scheduled room 10 minutes before the start of the session to upload their presentation. There will be technicians and student volunteers on site at all times to assist with any technical difficulties or to help as necessary. If you anticipate needing assistance of this kind, please contact a member of the EurOMA team at the Registration Desk on the ground floor of the Quinn School of Business in advance.

Presentation slots are 30 minutes per paper (including changing time of presenters). The general rule is to use 20 minutes for each presentation and 10 minutes for questions and discussion. We have instructed Session Chairs to be strict with time keeping, ensuring the timely running of the sessions and the Conference.

**Time Keeping Cards**

Each session chair has a set of time keeping cards which they will use to communicate with presenters to keep the sessions on time.

- A yellow card indicates that you have 5 minutes of presenting time left
- The first red card indicates it's time to move on to questions
- A second red card indicates that the presentation time is finished

**The Conference Programme and General Information**

The conference programme will be available on the website on or before Friday, 31st May. Please check the programme to make sure that you know where and when you are scheduled to present.

A general information email for all delegates will be issued one week prior to the conference so keep a look out for it. It will contain practical travel information and tips to help you to make the most out of your visit to Dublin. If you have any queries please contact euroma2013@conferencepartners.ie

We look forward to welcoming you to Dublin. Have a good trip!


Brian Fynes & Paul Coughlan

EurOMA 2013 Conference Co-Chairs