

# **Material Cultures of Music Notation: An Interdisciplinary Conference**

**Friday 20 – Sunday 22 April, 2018**

**Utrecht University**

## **Presenter guidelines**

- Parallel sessions: A sessions will take place in Kannunikenzaal + Sterrecamer; B sessions will take place in Belle van Zuylenzaal.
- We ask you to set up your PowerPoint and AV material in the break prior to your session. For sessions that start at 09:30, the room will be open and available from 09:00. Please make yourself known to conference staff, who will assist you with the AV setup.
- While this is nearly always straightforward, please do give yourself and conference staff enough time to make sure that everything is working before the start of the session.
- Spoken papers last 30 minutes in total (20 minutes followed by 10 minutes of questions).
- **We will have to cut short any presentations that go beyond this in the interests of keeping to schedule.**
- PowerPoint and AV media information:
  - All rooms are fitted with a computer (PC), data projector with HDMI and VGA connectors, audio playback equipment (i.e. typical 1/8 inch jack for computer audio).
  - Please note that the lecture theatres are not equipped with pianos.
  - If you have a Mac, we ask that you kindly bring your own VGA adaptor.
  - It is essential that you bring any handouts and other material required for your presentations. Photocopying facilities will not be available.
  - Wi-Fi internet will be available to all delegates throughout the conference - you will be given access details when you register. Utrecht University is also a member of Eduroam.
- **If you have any AV requirements for your presentation that aren't listed above please email notationcultures@gmail.com as soon as possible!**