Dear BOBCATSSS authors,

Time flies! There is only a few days left until we all meet in Riga! We hope you are looking forward to the event as much as we do.

To make everything run smoothly and make you feel comfortable during the presentations, here are some main guidelines about the process.

POSTERS

When arriving at the symposium venue and check-in, you will have to give your printed poster at the registration desk.

Printed posters will be exhibited by our volunteers in the hall where coffee breaks will take place, so you will be able to discuss your posters with participants. On the second day, all posters will be transported to the second symposium venue and exhibited there until the end of the symposium.

The Poster presentation will take place on Day 1 from 12.15 till 13.30 (see symposium program here). All presenters will go to the stage at the same time and present each poster for 2 minutes, meanwhile, the poster will be shown on screen.

Also, there will be a voting box for the Best Poster; every participant of Bobcatsss 2018 will find one voucher in the symposium goody bag and will be welcomed to vote for best Poster until 12.00 p.m. on 26th January.

The printed poster size should not exceed 1.8 m in height and 0.8 m in width. If needed, here are the addresses of the nearest Large format printing offices in Riga:
COPYPRO
Raina blvd. 17; working hours Mon-Sun 0:00-24:00
Mukusalas str. 41B/4, entrance 4A; working hours Mon-Fri 8:00-19:00
MERKELA DRUKA
Merkela str. 13, working hours Mon-Fri 08:00-21:00, Sat-Sun 09:00-18:00

PAPER SESSIONS

There will be 10 sessions – 45 minutes or 1 hour long and consisting of 2 to 3 talks ([see symposium program here](#)). The presentation of the paper in the symposium will be 15 minutes long and 5 minutes will be left for questions after that. Please observe the time limits, the moderator of the session will give you a mark when the time is approaching the end.

Please arrive at your presentation room 15 minutes prior to the session start time to introduce yourself to the session chairs, download your presentation files and to familiarize yourself with the room and equipment.

Paper presentations will be evaluated by our jury. The Best Paper Presentation will be announced at the end of the symposium.

WORKSHOPS

There will be 9 workshop sessions ([see symposium program here](#)). Please arrive at your presentation room 10 minutes prior to the session to introduce yourself to the session chair and prepare for the workshop.

There will be an online voting system available for participants to evaluate the workshop. The Best Workshop will be announced at the end of the symposium.

PECHAKUCHKA

PechaKucha is a presentation which includes 20 slides that are shown for 20 seconds each (6 minutes and 40 seconds in total).

The PechaKucha presentation will take place on Day 2 from 09.00 to 10.00 ([see symposium program here](#)). All submitted presentation files will be already available on symposium PC. If you have made any changes in your presentation, please, arrive at the presentation room 10 minutes prior to the session start to download your presentation. and check whether everything is all sorted for you.

See you all on Wednesday!

Best wishes,

BOBCATSSS 2018 organizing team