

The logo for the 2011 conference features a stylized graphic on the left composed of overlapping curved shapes in shades of red, orange, and yellow. To the right of this graphic, the text 'Ergonomics & Human Factors' is written in a bold, black, sans-serif font. The year '2011' is positioned to the right of the main text, rendered in a large, bold, red, sans-serif font.

Ergonomics & Human Factors 2011

Instructions for workshop presenters

Upon arrival at the registration desk, please identify yourself to the secretariat as a workshop presenter. They will then inform you of the Chair and member of the secretariat who will be looking after your session. Please check the time and place of your workshop listed in the current programme on the website, a copy of which will also be in your delegate bag. It will help the smooth running of the conference if you arrive at your designated session room at least five minutes before the session is due to start.

Please email any presentation you wish to use by Friday 1st April to Kia Horrocks at k.horrocks@ergonomics.org.uk. If your presentation is more than 8Mb, you need to send it to ergsoc@gmail.com. If you use this address, please also email Kia to say you have sent it. Once Kia has received it, she will email you confirmation. **If you do not receive a receipt from Kia from either method, assume that we have not received it, and try again or contact Kia.**

If you are using any method to present other than PowerPoint, please let a member of the secretariat know so that the correct equipment can be made available in the room.

The facilities available at Stoke Rochford are commensurate with a modern conference venue. In every session room there is a console with an overhead data projector, and video if required. If you are unsure of the facilities and your requirements please check with the secretariat at a convenient point prior to your session time.

A workshop is scheduled for 1 hour, usually running into a break. It is important that the workshop should be interactive and not an hour long presentation. Please try to involve your audience to a large extent with an introduction at the start to explain what your workshop contains. Any materials that you may need will be available through the secretariat, but we would appreciate prior notice of your requirements to ensure we have enough for the delegates attending.

Members of the secretariat are available to assist throughout the conference. If you have any questions concerning the conference, please ask them. They can be identified by their red lanyards and badges.

Thank you for your hard work, good luck, and I hope you enjoy the conference.

Martin Anderson
Editor and Programme Secretary
Contemporary Ergonomics and Human Factors 2011

www.ehf2011.org.uk