



The 6th International Conference on Life Cycle Management in Gothenburg

Guidelines for oral presentations at LCM 2013

GENERAL RULES

- You *must* be registered for the conference in order to make a presentation.
- An invitation to present a paper does *not* mean that LCM 2013 will provide financial support.
- Presenters are requested to upload their presentation on sight. Please bring your presentation on a USB memory stick. Time and instructions on how to upload presentations will be available during the registration.
- The sessions at LCM2013 have a number of different formats. *Please check the format of your specific session and prepare your presentation accordingly.*
- Please be at the session room 15 minutes before session start.
- If circumstances should prevent you from making your presentation, you must notify the LCM 2013 secretariat immediately by sending an e-mail to lcm2013@chalmers.se. After July 10 you must arrange for a substitute to present your contribution.
- Electronic PowerPoint or PDF presentations are the *only* accepted media for the oral presentations.

SESSION FORMATS

The backbone of LCM2013 are standard sessions with a series of oral presentations. In order to increase creativity and interaction and allow for the testing of new formats LCM 2013 also features sessions with alternative formats. Please check carefully what type of format your session has, and prepare accordingly. Lists of which sessions have what format are provided at the end of this document.

All presenters are requested to be in the session room 15 minutes before session start to ensure that your presentation has been correctly uploaded and to present yourself to the session chairs.

Standard sessions

Standard sessions consist of 4-6 oral presentations, with time for a few questions directly after each presentation (moderated by the chairs). Some sessions conclude with a short general discussion and/or poster highlight. Presenters in standard sessions are *requested to prepare an oral presentation of 12 minutes, which will be followed by 3 minutes for questions.*

Sessions with shorter presentations

In these sessions each presenter has approximately 10 min each *including* questions. The session ends with a common discussion.

Panel debates, workshops and round tables

Panel debates, workshops and round tables are mainly interactive sessions, often with a few introductory presentations. The exact format for each specific session is planned by the session chairs, who will contact the presenters for further details.



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PechaKucha session – LCA Highlight

In the session *LCA highlight* we will test the PechaKucha format of short and focused presentations. Pecha Kucha is a presentation style in which 20 slides are shown for 20 seconds each (six minutes and 40 seconds in total). The slides are set to advance automatically and the speaker talks while the slide show runs. Please set the automatic advancement of your slides yourself.

To succeed with a PechaKucha presentation, use simple visual representations of your message (a presentation could well be made up by images alone). Texts and graphics should, if used at all, be kept as short and simple as possible (remember that each slide is only shown for 20 seconds). Please rehearse your presentation to fit your speech within the time frame of each slide.

Should you not at all feel comfortable with the PechaKucha format, you are allowed to have a traditional style of presentation, as long as it does not exceed the maximum time limit of 6 minutes and 40 seconds. The chairs will by necessity be very strict with this time.

There will be no time for questions after each presentation. Next presenter will be introduced by the chairs immediately after the previous presentation ends. Instead, the session ends with a common discussion (moderated by the chairs).

GUIDELINES FOR ORAL PRESENTATION

When preparing you presentation think about:

- Make sure to give enough emphasis to your main message in the relatively short time available to you
- Keep time
- Avoid busy slides or slides that are difficult to read. Texts should be kept short, and preferably not more than 8 lines per slide.
- All slides should be readable from the back of the room. Think about that fonts of the sans serif type are more readable, diagrams with lots of detail are not possible to take in in a short time (let alone that they are seldom readable from the back of the room) and some colors (red and green) are not discernible from one another for people with common sight impairment.

PRESENTATION UPLOAD

Presenters are requested to upload their presentation on site. Please bring your presentation on a USB memory stick. Time and instructions on how to upload presentations will be available during registration.

Electronic PowerPoint or PDF presentations are the *only* accepted media. The electronic projection equipment provided in each room will include a computer equipped with the latest version of Windows 7 and PowerPoint. Macintosh users are recommended to test their presentation on a PC to verify it converts to WINDOWS format accurately. There will *not* be any MAC equipment available for presentations.



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SESSION FORMATS

If you have forgotten which session your presentation has been accepted to, you may find this out by logging into your ConfTool account at

<https://www.conftool.pro/lcm2013/index.php?page=submissions>.

Standard sessions with 12 minutes presentations

Application of life cycle approach in environmental policy
Broadening the scope of life cycle approaches
Broadening the scope of life cycle assessment – LCSA
Business strategy and LCM
Chemicals assessment
Current developments in life cycle based declarations
Current developments in life cycle based labeling
Does research matter? - The role of LCA and LCM tools in public policy-making
End of life management
Exploring challenges and opportunities of LCM and LCA: Industry cases
Food waste in a value chain perspective 1 and 2
Governance of critical raw materials
Innovation and product development 1
LCA critical review
LCM and decision making - what we have learnt
Management of natural resources (Abiotic)
Management of natural resources (Biotic)
Metrics behind the management of supply chains
Preparing for right prices
Roles and responsibilities in building and construction
Roles and responsibility in the mobility sector
Sustainability data exchange
Sustainable product chains - the role and responsibilities of retailers
Sustainable production 1 and 2
The role of communication in LCM
Trade associations - drivers for LCM?

Sessions with shorter presentations

Databases and capacity building
Management of seafood and fisheries

Panel debates, workshops and round tables

Ecodesign
Exploring challenges and opportunities of LCM and LCA for the industry
Innovation and product development, interactive
Management of green product portfolios
Round table: Current developments in life cycle based labeling and declarations
Round table: Exploring challenges and opportunities of LCM and LCA for the industry
Workshop: Biodiversity and ecosystem services in life cycle management – methods and values



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PechaKucha session

LCA highlights