Demo Presentation Guidelines – OSFair 2025

Thank you for contributing a demo presentation to the 5th Open Science Fair (OSFair 2025), taking place from **15–17 September 2025 at the CERN Science Gateway in Geneva**. Below you will find all the necessary information and practical details for your demo session.

Location

All demo sessions will take place on the **Ground Floor** of the **CERN Globe of Science and Innovation**, which has two levels:

- **Ground Floor**: Demo sessions, part of the Welcome Reception, and Coffee Breaks
- **First Floor**: Poster sessions, part of the Welcome Reception, and Coffee Breaks

This means your demo will take place **during the Welcome Reception and Coffee Breaks**, which span both floors. This setup ensures steady foot traffic and informal interaction with attendees near your station. You can see the ground floor plan here.

Demo Format Overview

Each 45-minute demo slot includes:

- **15 min** live presentation
- **5 min** Q&A
- **5 min** short break
- **Repeat** the same 15 min presentation + 5 min Q&A

Each demo team presents in two slots, giving you **four total chances to present** your demo to different audiences across the conference.

Demo Slot Schedule

There are **six demo slots** across the conference. Each slot lasts **45 minutes** and includes **two short rounds** of your demo (with Q&A), so attendees can join at different times.

- **Monday, 15 September** *(Welcome Reception)*
  - **Slot 1:** 18:30–19:15 – Group A
  - **Slot 2:** 19:15–20:00 – Group B

    (Demos on Ground Floor; posters on First Floor during the joint Welcome Reception)
- **Tuesday, 16 September** *(Coffee Breaks)*
  - **Slot 3:** 10:15–11:00 – Group C
  - **Slot 4:** 15:30–16:15 – Group A

    (Coffee breaks take place on both floors; demos remain on Ground Floor)
- **Wednesday, 17 September** *(Coffee Breaks)*
  - **Slot 5:** 10:00–10:45 – Group B
  - **Slot 6:** 15:15–16:00 – Group C

    (Same format as Tuesday)

One-Minute Madness: Poster & Demo Pitches

Before the Poster and Demo Sessions, we will host a **One-Minute Madness session** where both **poster and demo presenters** will briefly pitch their work to the audience. This fast-paced session is designed to give visibility to your contribution and encourage attendees to engage with you during the reception that follows.

The **One-Minute Madness** will take place on **Monday, 15 September 2025**, from **17:45 to 18:30**, in the **Science Gateway Auditorium A (Room 81/R-003A)** at CERN.

All **demo presenters are expected to give a one-minute oral pitch**, alongside poster presenters. Each presenter will have exactly **one minute** to introduce their work in a clear and engaging way.

Immediately after the pitch session, the first **Demo Session** will begin at **18:30** in the **Globe of Science and Innovation, Ground Floor**, where delegates will be invited to explore the poster exhibition and demo stations and interact with presenters in an informal setting.

Please prepare your pitch in advance to make the most of this opportunity!

Digital Materials for One-Minute Madness Presentations

If you wish to include a **visual aid (e.g. one PowerPoint slide)** during your **One-Minute Madness pitch**, please send it in advance to the organising team.

Submission details:

- **What to send**:
  - An optional **slide** for the One-Minute Madness (if you want one displayed while you speak)
- **Send to**: events@openaire.eu
- **Deadline**: **Friday, 29 August 2025, 17:00 CEST**

To support you in preparing your materials, we will provide **OSFair 2025-branded presentation templates**. These are optional and can be used for your One-Minute Madness slide or any other presentation you may give during the event.

You will receive the templates via email, and they will also be made available on the OSFair 2025 website.

If you have any questions or need support with your materials, feel free to contact the organising team at **events@openaire.eu**.

Technical Setup

Each demo station will be equipped with:

- **One display monitor**
- **One HDMI cable**
- **One stand or table**
- **Two chairs**

Please note:

- Presenters must bring their **own laptop**, which will be connected via HDMI to the display monitor.
- If your laptop requires a different adapter (e.g., USB-C, DisplayPort), **please bring your own adapter**.
- There will be **no audio system**, and the demo area is expected to be a lively and potentially noisy environment. Therefore, we advise against including audio in your presentation.

Onsite Support

Volunteers and support staff will be present to help you with setup and basic technical troubleshooting prior to the start of each session. We recommend arriving at the **Science Globe at least 15 minutes before** your scheduled demo slot to allow for setup and testing.

Promotion

OSFair 2025 is a paperless conference, and we encourage all presenters to consider digital methods of sharing information about their demo. If you would like to distribute additional materials, we recommend preparing a QR code that links to your website, slides, or documentation, which attendees can easily scan during or after your presentation.

Your demo will also be featured in the official OSFair 2025 programme, both online and on-site screens.

Questions or Assistance

If you have any questions or require assistance related to your demo presentation, please feel free to contact the organising team at **events@openaire.eu**.

We thank you once again for your valuable contribution and look forward to your participation in OSFair 2025!