Conference contributions procedure (Speakers Bureau, SB)

Presentations of HESS results at conferences are encouraged. Procedures are tracked by the Speakers Bureau (SB).

Please bring any relevant conference to the attention of the HESS collaboration, listing it on confluence page xyz.

Any result that has already been published may be presented following the **procedure** [A]. Results that have NOT yet been published may be presented following the **procedure** [B].

Procedure [A]

Inform AWG of intention to present specific results
(iteration within AWG in case of conflicting intentions);
Inform SB in case of intention to present a general overview (HESS highlights, etc)



Register abstract at SB confluence page asap (at least 1 week before the abstract deadline) including reference to the publication of the results;

Inform SB in case of invited contribution



Abstract approval by AWG convener or AP coordinator or SB chair

Submission of abstract



Provide information about acceptance of presentations asap on confluence



Place complete conference contribution at SB confluence page at least 2 weeks before the conference; inform the collaboration and invite for comments that should be taken into account in the presentation