

# ORAL PRESENTATION GUIDELINES

## Audio-visual equipment

Please bring your presentation on a USB stick. All presenters are strongly recommended to use the PCs provided by the organisation and should upload their presentation in the break before their session the latest, and preferably earlier. If you are bringing your own laptop, please check that you are able to hook up your laptop to the video projector at least the day before your session. We recommend you to bring your own electrical adapter as well. There will be no Preview Room available.

There will be technical staff present in the lecture rooms to assist you in uploading your presentation.

## Presentation

- Speakers are requested to present themselves to the chair in the lecture room 10 minutes prior to the beginning of their session.
- Please respect the time limits. The invited speaker's presentations are scheduled to last for 28-30 minutes, which means approx. 24 minutes for presentation and 5 minutes for questions. For the selected presentations from the abstracts, each topic is scheduled to last for 15 minutes, which means approx. 10 minutes for the presentation leaving 5 minutes for questions. The moderator is responsible for the timetable and will interrupt if a presentation extends beyond the allocated time.