

Guidelines for Presenters

1. The total allotted time for each presentation (including the Q&A session) is as follows: **Plenary Lectures:** 45 minutes; **Keynote Lectures:** 30 minutes; **Invited Talks:** 20 minutes; **Contributed Oral Presentations:** 15 minutes. Presenters are encouraged to reserve approximately 10% of their allotted time for questions and discussion. If the entire time is used for the presentation, the session chair will assume that questions will be addressed individually during the breaks.
2. Presenters are strongly encouraged to upload their presentation to the computer in their assigned session room at least **12 hours in advance**. Each room will be equipped with a computer running an up-to-date version of Microsoft PowerPoint; however, presenters should verify that formatting and animations display correctly. It is also advisable to bring a backup copy in PDF format. Presenters who prefer to use their own computer should allow approximately one minute of their presentation time for connecting and disconnecting their device and are encouraged to test the setup in advance.
3. All presentation rooms will be equipped with widescreen displays. Presenters are therefore encouraged to prepare their slides in the **16:9 widescreen** PowerPoint format.
4. All rooms will be equipped with a lectern, a confidence monitor, a presentation timer, and a presentation remote with a green laser pointer.
5. **IMPORTANT – PRESENTERS IN ROOM 1:** The presentation display will be an LED screen, on which a standard laser pointer is not visible. If the presentation is uploaded to the room computer, an electronic pointer system will display the indicated area on the screen. Presenters who choose to use their own computer should use the PowerPoint on-screen pointer controlled with the mouse or make use of presentation features such as multiple-slide view when appropriate.
6. **Poster Presentations:** There is no required poster template. The recommended poster size is **90 cm wide × 110 cm high**; however, under no circumstances should the poster exceed **100 cm in width**. Posters may be mounted either by hanging them or by using a provided double-sided adhesive tape. Posters should be on display on the day before and removed after your presentation. Please, check the schedule to see your presentation day and time.