

## GUIDELINES FOR PLENARY SESSIONS & ABSTRACT PRESENTATIONS

### INSTRUCTIONS TO SPEAKERS

#### WHEN YOU ARRIVE AT THE CONGRESS CENTRE :

- Collect your registration material at the registration desk within the registration area
- Kindly upload your presentation at the Speakers' Preview Room a day before your presentation and **at the latest one-half day before** the start of your presentation's session
- We encourage you to visit the Speakers' Preview Room as early as possible to receive further instructions and to avoid any last minute challenges
- A technician will be available at the Speakers' Preview Room and in the main session room to provide assistance when needed
- Be available by your room door at least **10 minutes before the start of your session**
- If you have any questions, please contact a staff member at the Speakers' Preview Room

#### AT THE TIME OF YOUR PRESENTATION:

Please be certain that the length of your presentation remains within the allocated time and leave enough time for questions from the audience. Session moderators are instructed to terminate presentations, which exceed their time allocated

Be available by your room door at least **10 minutes before the start of your session**

### INSTRUCTIONS TO SLAM SPEAKERS

- Each speaker should announce their presence to the chair(s) before the session and be seated at the first row.
- Each speaker has 5 minutes to give a succinct overview (advertisement) of their topic. After 5 minutes, the chair will indicate the time is up and the presenter will have to stop.
- Each speaker should be available for questions directly after the session outside the room during the coffee break.

### SPEAKERS PREVIEW ROOM OPENING HOURS

Wednesday 7 February 2018	08:00 – 20:00
Thursday 8 February 2018	07:15 – 19:15
Friday 9 February 2018	07:30 – 12:30

### AUDIO-VISUAL EQUIPMENT

The session room is equipped with:

- Data projector for PowerPoint™ presentations
- Laptop (no Macintosh™)
- Clip microphone (main rooms only)
- Lectern microphone
- Laser pointer

### POWERPOINT

- Use Microsoft PowerPoint™ version 2010
- Video files must be integrated in your PowerPoint™ presentation
- **Use screen resolution 16:9 otherwise we will not be able to show your presentation** (you will find instructions at the end of the document on how to prepare your presentation in 16:9). Do not forget to add the slide with your Conflict of Interest available on the website.
- Please bring a USB with your presentation (Microsoft PowerPoint™ version 2010) to the technician at the Speakers' Preview Room **at least one-half day before** the start of the session during which you will give your presentation
- When you use PowerPoint™ always use the option: 'Font TrueType'
- If you use a Mac/Macintosh™, computer, save your presentation on a PC format
- **Keynote presentations (Mac/Macintosh™ hardware) are not compatible and cannot be used!**

## GENERAL GUIDELINES & RECOMMENDATIONS

### PREPARATION RECOMMENDATIONS:

- Plan your presentation carefully
- Co-ordinate each phase of your lecture with your PowerPoint™ slides
- Number the sheets at the bottom of the page, and have them in proper order and position
- Avoid unfamiliar abbreviations or expressions
- Your copy should be highly legible (ALL CAPITALS, for instance) double or triple-spaced, with well-marked cues for slides
- For PowerPoint™ slides, a coloured background usually works better than black and white. However, colours should be kept limited and simple
- Optimise the visual simplicity of your slides – use few words and avoid sentences
- Try not to use more than 6 bullet points per slide
- Leave out text you do not plan to discuss
- Use several slides to cover a detailed topic that cannot be logically included on one slide
- If you must refer to one slide on several occasions during your presentation, use duplicates instead of trying to return to the original
- To coin a phrase, graphs often speak louder than words

### THREE EFFECTIVE PRESENTATION RULES:

1. Introduce your topic and inform your audience what you intend to speak about
2. Deliver your talk, including the methods, results and conclusions
3. Summarize for your audience the most important points of your lecture

**Note:** *The sessions will not have any simultaneous interpretation. Please be aware that some participants may not speak your language as their mother tongue. For that purpose, please remember to speak slowly and clearly.*

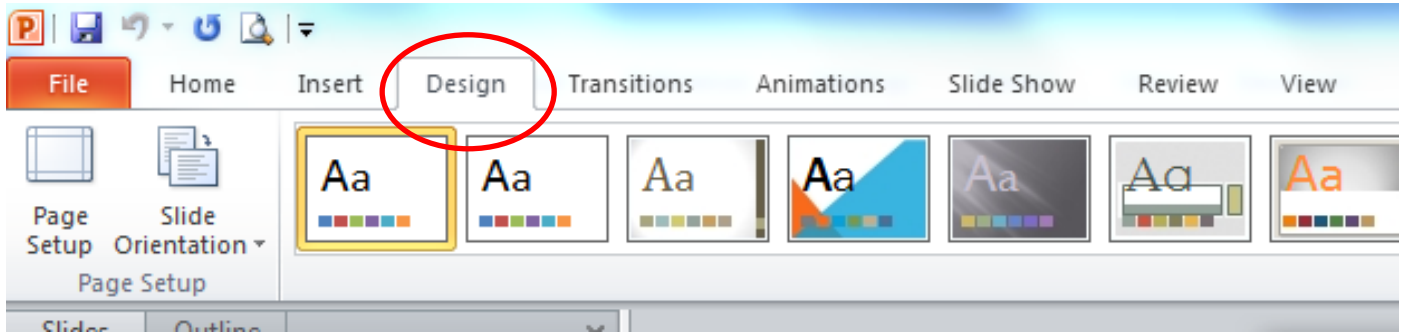
### DELIVERY TIPS:

- Bring a text prepared specifically for the oral presentation
- Find time before sessions begin, and acquaint yourself with the operation of the podium and location of the equipment. Conference staff will be present to assist you
- Give the technician any special instructions you may have before, not during the talk
- Be careful to speak in accordance with your slide sequence, discuss the material as written on the slide
- Use a laser pointer to guide the audience. Do not wave the pointer around the slide
- Remember to speak slowly and clearly
- Please stay within the time limit allocated for your presentation

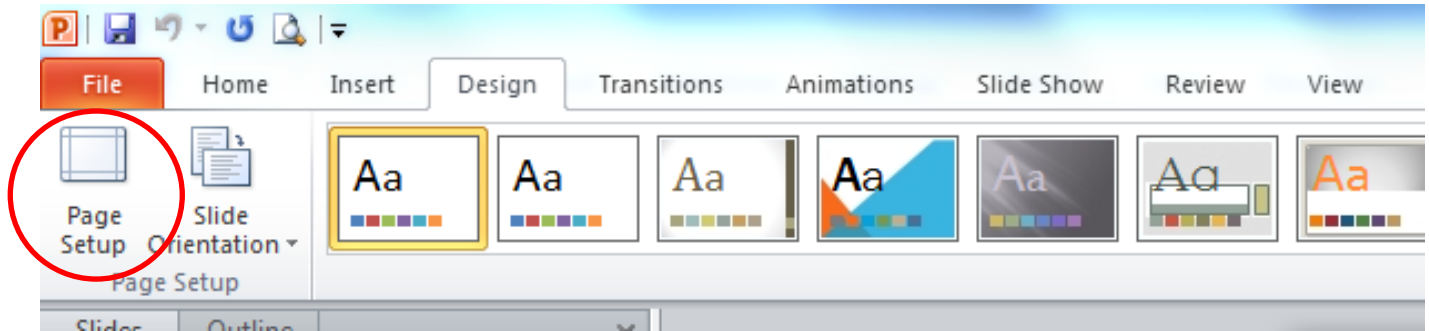
## HOW TO PREPARE YOUR PRESENTATION IN A 16:9 FORMAT

Open PowerPoint™

Go under Design



Then under page Setup:



Finally on "Slides sized for" select "On-screen Show (16:9)" on the drop down list

