



INSTRUCTIONS FOR ORAL PRESENTATIONS

General Information

Oral Presentation presenters have each been allocated **10 minutes** to present in specific session, which includes 7 minutes for oral presentation and 3 minutes for discussion.

We kindly ask all the speakers to keep the time of their presentations.

Presentations need to be prepared as **Microsoft PowerPoint* (*.ppt) or (*.pptx) slides**, in 16:9 format. Please note that we cannot guarantee the quality of Mac-based presentations, you should check in advance (at least one hour before your session starts) their Windows compatibility.

Presentations should be **uploaded onsite at least 1 hour before the start of the session.**

Please **be present in the session room 15 minutes prior the start of your session** and follow the instructions from the Chairs and/or technician.

PowerPoint Instructions

The text appearing on the presentation has to be **written in English** and it is recommended to divide the slides as follows:

- The title, as it appears in the submitted abstract; Author(s), including affiliation(s)
- Aim (brief)
- Materials and Methods (brief)
- Results (Captions and headings for tables, figures, photographs etc.)

- Conclusion/Discussion (brief)

How to save your presentation

- Please save your presentation in one of the following disc or medium:
 - External portable hard drive
 - USB flash disc
- Save all files associated with your presentation (PowerPoint file, movie or video files, etc.) to one folder.
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.

Pictures, videos and fonts

JPG images are the preferred file format for inserted images. Images inserted into PowerPoint are embedded into the presentations.

In case you have videos in your presentation - please test your presentation with the on-site PC several hours before your presentation.

Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows).

Other information

During your lecture you will be using Remote Control for controlling your presentation

Your own notebook will not be allowed to be used for presentation unless exceptionally scheduled

Considering your presentation data: the uploaded presentations, or parts of them, will **NOT be copied**, distributed or shared with anyone and **will be treated fully confidentially**. All files will be removed from the venue computers at the end of a session.

For all further inquiries and clarification do not hesitate to contact the Organizing Committee.