

## **Guidelines for oral presentations**

### **Presentations times:**

1. Invited symposium presentation slots: 25 minutes + 5 minutes for discussion.
2. Regular oral presentation slots: 13 minutes + 2 minutes for discussion.
3. Reduced oral presentation slots: 8 minutes + 2 minutes for discussion.

### **Technical details:**

1. Presenters must follow the assigned times to ensure the correct development of the congress. Please keep in mind the importance of tightly adjusting to the available time and ensure your talk does not overrun the time it has been allocated. The session chair will let you know when you have 1 minute of speaking time remaining, prior to questions.
2. To enable the staff to handle the technical aspects in an efficient way, it is strongly recommended to prepare all presentations in Microsoft PowerPoint (.pptx format advised), although pdf will also be accepted and encouraged as a backup.
3. Please upload and check out your presentations at the registration area of the congress venue as soon as possible upon your arrival. There will be a congress volunteer with a computer to help you.
4. Presentations cannot be uploaded directly in the session room.
5. You cannot use your own laptop for your presentation.
6. We recommend you make your slides as concise as possible by keeping texts short and avoiding too many bullet points, so text will be readable. Do not use any material owned by someone else or under copyright protection.
7. For those presenters who do not want to have their presentation on social media, please use the following 'do not share' image at the beginning of your presentation and/or on each slide. Please respect that in case the image is present.

