In-person presentation guidelines

Overview

Panels are organised to include **15-minute presentations** followed by **questions at the end of the panel** or at the **midpoint of the panel**.

Please make sure to prepare a presentation **no longer than 15 minutes** to ensure a smooth running of the programme. Panel chairs will be making sure that sessions run on time, but we would be grateful if presenters could help them with this task.

Submission of presentation slides

To ensure the smooth running of the congress, we ask you to **submit your presentation slides no later than the day before your presentation**.

Nearer the time, we will send you a link to the submission box you should use to send us your presentation (in **.ppt** or **.pptx** format). This will ensure that your presentation is already on the room's computer when it is time for you to present.

Equipment

Each room is equipped with a desktop computer, monitor, mouse, and keyboard, and will be connected to the in-room sound system (for any audio/video files that you may wish to play).

The computers are equipped with **Microsoft PowerPoint**. We regret to inform you that "Presenter View" is <u>not</u> available, as the computers are configured for screen mirroring. You should therefore ensure that you have any notes either on paper or on another device.

Depending on the room itself, there will be a lectern microphone and/or a clip-on lapel microphone. The in-room helpers will be on hand to assist with the microphone setup.

Provided that you have submitted your presentation before the session, the panel chair and/or in-room helpers will load your submitted presentation on the computer at the start of your time slot and can assist with any difficulties.