

Guidelines for Oral Presentation

Time

Oral presentation is 20 minutes, including discussion. Note that for session 9 only, the timing is extended to 25 minutes, including discussion.

Please plan for **15 minutes presentation + 5 minutes discussion** (15 minutes presentation + 10 minutes discussion in session 9).

The timing will be respected very strictly. A general rule for the amount of slides to be presented is one per minute available presentation time. If the presentation exceed the time limit, the chairmen will interrupt, and the discussion period will be shortened.

Format / Technical information

Each room is equipped with a screen, beamer and laptop.

Each meeting room has a **PC** equipped with **Windows 7** and **Power Point 2010**. Presentations must be prepared as **power point** or **pdf files**. Please use **landscape format** for all Power Point slides.

Please ensure that all presentations are in one of these supported formats. It is highly recommended if you are a Macintosh user or if you use other version of Power Point to test your presentation on a PC equipped with Power Point 2010 to make sure it runs correctly on Windows as well. There will NOT be any MAC equipment available.

If you wish to add films or other sorts of interactive materials, please include them in the presentation (do not access them through internet, as this may not work to your satisfaction) and inform the Conference Secretariat in advance.

Upload

Each presentation will have to be uploaded on the room where you have your presentation the day before your presentation or at the latest during the break before your session or before the start of the session (in the morning). Please come to your assigned session room 10 minutes in advance to fine-tune the session with the chairperson and other presenters.

Please don't forget to take your presentation on a USB-stick to Berlin and/or send it to your personal e-mail address as a back-up.