

INFORMATION TO PRESENTERS

Oral Presentations & Previews

Speakers have to provide their presentations on a USB stick in the Speakers Preview Room located in room **Merlin located on 1st floor**, Comfort Hotel. This has to be done **no later than two hours before** the scheduled time of the session.

Format:

Please ensure that the format is **PowerPoint 16:9 proportions** (go to design and select widescreen) in order to be displayed correctly on the screen.

Please ensure all videos are embedded in the PowerPoint to avoid any issues while on stage.

KeyNote and PDF presentations are not acceptable formats.

We will not be connecting your personal computer to the screen during the presentation and therefore it needs to be handed over to the technician in the preview room e.g. on a USB and checked in advance.

This has to be done no later than two hours before the scheduled time of the session.

Speakers Preview Room Opening Hours

June 1st	Merlin	12:00 - 17:00
June 2nd	Merlin	07:30 - 16:00
June 3rd	Merlin	08:00 - 11:00

Each session will have a slide with title displayed in the session room.

The chair will introduce each session and advice when time is up.

Technicians will provide headset mics for all speakers as well as handheld mics for Q&As in all session rooms.

Please check in by technicians' booth next to the stage 10 minutes in advance of your presentation so they can prepare the mics.

Poster Discussions

For guidelines regarding your short oral presentation, please see the above section and be aware of the format limitations. The presentations will be 3 ½ minutes including time for questions.

Those who present during Poster Discussion 1, 2nd June 16-17 in Hangar 2 also participate in Poster Walk 2 the same day 14.30-15.30 in the Foyer. Posters should be mounted no later than 13.30 and taken down no later than 16.00.

Those who present during Poster Discussion 2, 3rd June 11-12 in Hangar 2 also participate in Poster Walk 3 the same day 9.30 -10.30. Posters should be mounted no later than 8.30 and taken down no later than 13.00.

Posters not taken down by the indicated time will be removed and may not be available for later pick up.

Poster Presentations

Posters will be displayed in the foyer.

Your poster is allocated in the Poster Walk session previously advised, where the poster must be manned by you.

Supplies for mounting the posters will be provided in the area.

Posters not taken down by the indicated time will be removed and may not be available for later pick up.

Posters in Poster Walk 1, 2nd June, 12.30-13.00 should be mounted no later than 12.00 and taken down no later than 13.30.

Posters in Poster Walk 2, 2nd June, 14.30-15.30 should be mounted no later than 14.00 and taken down no later than 16.00.

Posters in Poster Walks 3 and 4, 3rd June 9.30 -10.30 should be mounted no later than 8.30 and taken down no later than 13.00.