



GUIDELINES FOR SPEAKERS

1. INSTRUCTIONS TO SPEAKERS

WHEN YOU ARRIVE AT THE CONGRESS CENTRE:

- Collect your registration material at the registration desk within the registration area
- Kindly upload your presentation at the Speakers' Preview Room the day before your presentation and at the latest two hours before the start of your presentation's session
- We encourage you to visit the Speakers' Preview Room as early as possible to receive further instructions and to avoid any last-minute challenges
- A technician will be available at the Speakers' Preview Room and in the main session rooms to provide assistance when needed
- If you have any questions, please contact a staff member at the Speakers' Preview Room

AT THE TIME OF YOUR PRESENTATION:

- Please be certain that the length of your presentation remains within the allocated time and leave enough time for questions from the audience. Session moderators are instructed to terminate presentations, which exceed their time allocated
- Be available by your room door at least 10 minutes before the start of your session

2. SPEAKERS' PREVIEW ROOM INFORMATION

The Speakers' Preview Room is room 304. The opening hours are below – these are subject to change:

Monday 26 August 2024	07:00 - 17:00
Tuesday 27 August 2024	06:30 - 17:00
Wednesday 28 August 2024	06:30 - 17:00
Thursday 29 August 2024	06:30 - 15:00

3. AUDIO-VISUAL EQUIPMENT

The session room is equipped with:

- Data projector for PowerPoint™ presentations
- Laptop (no Macintosh™)
- Lectern microphone
- Laser pointer

4. POWERPOINT

- Use Microsoft PowerPoint™ version 2013
- Video files must be integrated in your PowerPoint™ presentation
- Use screen resolution 16:9. Do not forget to add the slide with your Conflict of Interest available here.
- Please bring a USB stick with your presentation (Microsoft PowerPoint™ version 2013) to the technician
- at the Speakers' Preview Room possibly the day before, but at least two hours before the start of the session during which you will give your presentation
- When you use PowerPoint™ always use the option: 'Font TrueType'
- If you use a Mac/Macintosh™, computer, save your presentation on a PC format
- Keynote presentations (Mac/Macintosh™ hardware) are not compatible and cannot be used!

5. GENERAL GUIDELINES & RECOMMENDATIONS



PREPARATION RECOMMENDATIONS:

- Plan your presentation carefully
- Co-ordinate each phase of your lecture with your PowerPoint™ slides
- Avoid unfamiliar abbreviations or expressions
- Your copy should be highly legible (ALL CAPITALS, for instance) double or triple-spaced, with well-marked cues for slides
- For PowerPoint™ slides, a colored background usually works better than black and white. However, colors should be kept limited and simple
- Optimize the visual simplicity of your slides – use few words and avoid sentences
- Try not to use more than 6 bullet points per slide
- Leave out text you do not plan to discuss
- Use several slides to cover a detailed topic that cannot be logically included on one slide
- If you must refer to one slide on several occasions during your presentation, use duplicates instead of trying to return to the original
- To coin a phrase, graphs often speak louder than words

THREE EFFECTIVE PRESENTATION RULES:

1. Introduce your topic and inform your audience what you intend to speak about
2. Deliver your talk, including the methods, results and conclusions
3. Summarize for your audience the most important points of your lecture

DELIVERY TIPS:

- Bring a text prepared specifically for the oral presentation
- Find time before sessions begins to acquaint yourself with the operation of the podium and location of the equipment. Conference staff will be present to assist you
- Give the technician any special instructions you may have before, not during the talk
- Be careful to speak in accordance with your slide sequence, discuss the material as written on the slide
- Use a laser pointer to guide the audience. Do not wave the pointer around the slide
- Remember to speak slowly and clearly
- Please stay within the time limit allocated for your presentation