

Guidelines for oral presentation in Plenary or Parallel session

PowerPoint projection will be available in the session halls which are equipped with a laptop computer and a projector. Overhead projection or slide projection is *not* available. All the hardware will be provided by the Conference to ensure consistency in technical quality and allowing for quick and smooth transitions between the speakers.

Instructions for PowerPoint Presentation

These instructions are to ensure a successful and trouble free presentation. Please follow very carefully the instructions given below.

- ◆ Only the computers provided on site can be used. Computer sound is available.
- ◆ Only PowerPoint (Office 2007, or the previous versions) running on PCs is available, or the equivalent for Mac computers.
- ◆ Bring your presentation on memory stick.
- ◆ Your PowerPoint presentation will be downloaded on the venue network to be viewed in the session hall and will be deleted after the session.

Speakers' Preview Room

A Speakers' Preview Room is available during the Conference and will open 1 hour before the first session each day and stay open throughout the day. Speakers are requested to use this facility before their session to ensure that their slides project clearly and are in correct order. Please check in with the Speakers' Preview Room no later than 3 hours before presentation.

Please note: If you are presenting in an early morning session, please check in with the Speakers' Preview Room the day before!

To Monday morning presenters: Please check in with the Speakers' Preview Room at 8.00 on Monday morning!