

Instructions for Speakers and Oral Presenters

PRESENTATION SLIDES UPLOAD DURING THE CONFERENCE

- You are requested to upload your presentation file at the **Speakers Ready Desk (inside the Plenary Hall)** no later than 2 hours before the start of your session. You do not need to send your presentation via email in advance.
- Please bring your presentation file on a **memory USB drive or on an external hard disk**.
- **Presenters in morning sessions are strongly advised to pre-load their presentation the day before.**

PRESENTATION FORMAT

The duration of the presentations varies for different types of lectures. For this, please refer to the Conference Program for the exact slot of your presentation. Kindly note that the allocated time indicates only your presentation time, as all sessions end with a designated time for discussion and questions from the audience.

To check the exact allocation of each presentation, please refer to the [Scientific Program](#).

PRESENTATION SLIDES

Please note your talk should be purely scientific and no company names or products should be mentioned.

[Please click here to download a slides template](#). It is not mandatory to use this template.

TECHNICAL SPECIFICATIONS

- Ratio: Aspect ratio of your presentation should be 16:9.
- File name: The name of the presentation file should include the presenter's name and the presentation title. To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, { etc.) to name your presentation.
- Format: Presentation files will be accepted in Microsoft Office PowerPoint format only. Macintosh presentations cannot be accommodated. It is strongly recommended to test all files created with Microsoft Office (for Mac) at the Speakers' Ready Desk several hours before your presentation starts.
- Saving files: The presentation has to be saved on a USB flash drive or an external hard-disk. **Please note there is no facility to use your own computer for delivering a presentation.**
- **Presenter mode will not be available** during your presentation. Please print your notes in advance or come to the Registration desk and we will print them for you.
- Please note that macros should not be used, and flash-animations and Prezi Presentations are not supported.
- If you wish to add video to your Power Point presentation, please make sure to check it in the session hall during a coffee or lunch break prior to your session, at least 1 hour before the start of the session.

Note: it is the presenter's responsibility to follow all copyright and fair use guidelines.