Instructions for Speakers

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 and all sessions end with a designated time for discussion and questions from the audience**.

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 Room 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.

PRESENTATION SLIDES UPLOAD DURING THE CONFERENCE

- As Oral presenters, you are requested to upload your presentation file at the Speakers' Ready Desk **at least 2 hours before the start of your session**.
- Please bring your presentation file on a **memory USB drive or on an external hard disk**.
- **Oral presenters in morning sessions are strongly advised to pre-load their presentation the day before.**

Kindly note that you can upload your presentations at any time from the beginning of the conference and do not need to wait until the day of your presentation.