GUIDELINES FOR INVITED SPEAKERS

Technical requirements and instructions for presentation

Our team at the Registration Desk will direct you to the Speakers' Preview Room on-site.

Speakers check-in is required 24 hours in advance.

Please come to the Speakers preview room 24 hours before (or at least three hours prior to the lecture).

In the Speakers preview room you may check and rehearse your presentation.

Opening hours:

Thursday, April 11	12:00-20:00
Friday, April 12	08:00-18:30
Saturday, April 13	08:00-18:30

- Please make sure that all fonts, images, animations and sounds appear as expected in your PowerPoint presentation.

- If you have movies in your presentation please make sure to copy the entire folder with the movies in it.

- On presentation mode, your text should be large enough to be easily readable. The slides should not include multiple rows of text in small font.

- Your PP presentation will be made available in the lecture hall via computer network.

- Qualified technicians are ready to help you upload your presentation in the Speakers preview room.

If you have Mac/iPad:

- Please make sure to come early to the hall to check the device.

- Please make sure to come with the suitable adapter.

- Please make sure to have a backup PPT for PC.

- All presentations are deleted at the end of the conference, unless permission has been granted to the conference society to retain the presentation files.

During your presentation:

- Each session room will be staffed with an AV technician who will assist in starting each presentation.

- From the lectern you will be able to control your presentation using a remote control (no mouse will be available).

• Please stick carefully to your allotted time. Chairmen have strict instructions to interrupt if you exceed the allocated time slot.

• Please give enough time for questions (5 minutes will be appropriate).

• Maintain eye contact with the audience while presenting slides.

• We encourage more audience interaction where this is appropriate.

Thank you for your participation.