Instructions for oral presentations

General recommendations:

When you arrive at the conference venue, please check the **e-Program Booklet** to confirm the schedule of your presentation and the room assignment. On the e-booklet or on the website (Program Tab), you may refer to **the List of Oral Presentations ordered by IDs**.

Try to be in your presentation room 10 minutes prior to the starting time. Please indicate your presence to the chairperson of your session. You are expected to be present for the entire time of each session.

Please note that presentation time is depending in the type of your oral presentation according to:

	Lecture time	Discussion time	Total time
Plenary lectures	35 mn	10 mn	45 mn
Keynote lectures	25 mn	5 mn	30 mn
Full papers presentation	15 mn	5 mn	20 mn

A simple rule is to consider 1 slide equals 1 minute of presentation. For example: a full paper presentation will have around 15 slides (15mn of lecture), a keynote lecture is around 25 slides (25 mn of lecture), and for plenary lecture is around 35 slides maximum (35 mn of lecture).

Please respect scrupulously your presentation time. If not, the chairperson is asked to interrupt your presentation at the prescribed time to leave the required time for discussion.

Available Audio/Video Equipment:

A PC with Windows 7, PowerPoint 2010 and Adobe Acrobat (pdf), connected to a video projector is standard in each conference room. Please bring your presentation on a Memory Stick connectable through the USB port of the PC and upload it before the beginning of your session.

You may also use your own laptop computer to make your presentation **but, in this case, you need to check your presentation beforehand by connecting your laptop to the video projector of your conference room during the coffee or lunch break prior to your session**.

If videos are included within your PowerPoint presentation, please check them in your conference room prior to your session.

If your laptop is Apple (Macintosh), please ensure to bring with you a VGA dongle/adapter compatible with your MAC for external video signal and **come to check it** in your conference room prior to your session.

Conference room managers will be present in each conference rooms to help you if you have any technical problem.

Please note that VHS Video projection, 35 mm slide projection and overhead projection (projection of transparencies) will not be available in the conference rooms.