

PRESENTATION GUIDELINES

Oral presentations will be held in panels with multiple presenters per session. Each presenter will be allocated 15 minutes to deliver their presentation (we suggest a 10-minute presentation length, with 5 minutes left for audience questions. Based on the allocated presentation time, the presentation file should contain approximately 10–12 PowerPoint slides. Presenters are responsible for the content of their presentation.

Each session will have a moderator, with one or more committee members in attendance. The following will be available for presenters to use during their presentation:

- Laptop
- Projector and screen
- Single screen
- Microphone
- Laser pointer

Submitting your presentation file

All presenters are required to submit their presentation file during registration on the first day of the conference. Computers will be provided for this purpose in front of the conference room. It is not possible to use your own computer for your presentation.

- Your presentation file should be in a format compatible with Microsoft PowerPoint 2007 (or earlier).
- Bring your presentation on a USB memory stick or CD-ROM. Facilities will not be provided for other submission methods.
- We highly recommend that you keep a backup of your presentation file on a second USB stick or CD-ROM.
- Please do not embed videos in your presentation.