



## **INFORMATION FOR ORAL PRESENTERS**

### **Preparation**

- Presentation must be prepared in Microsoft-PowerPoint(\*pptx) and compatible with Windows 10.
- Presentation slides must be prepared with 16:9 format (landscape orientation) and have 1920 x 1080 minimum resolution.
- All presentations will be delivered in English.
- Please use a USB memory stick and name the file with your name, presentation day and session name (e.g. "John\_Doe\_Tue\_SessXX.pptx").

### **Onsite**

- Lecture halls are equipped with LCD projector, beamer, microphone and laser pointer.
- The LCD projector resolution is 1920 x 1200 pixel.
- There will be no Mac laptop available.
- The use of the provided computers is mandatory.
- Technicians will be at the session halls throughout the Meeting days.
- Presenters are asked to hand the electronic file(s) of their presentation to the technicians at their session hall at least **one hour** prior to the beginning of their respective session.

### **Important**

- It is required that your presentation strictly adheres to the given presentation talk time, as stated in the [online program](#).
- Please find below the length of various presentation formats:
  - Plenary talk: 60 minutes (45 minutes presentation + 15 minutes Q&A)
  - Invited talk: 20 minutes (15 minutes presentation + 5 minutes Q&A)
  - Short talk: 15 minutes (12 minutes presentation + 3 minutes Q&A)
  - Flash talk: 5 minutes, with no Q&A