

## **Instructions for ORAL PRESENTATION**

Speakers will be allocated a total of **15 minutes** for the oral presentation, including time for questions. It is suggested **12 minutes** talk and **3 minutes** for questions/discussion.

**Since the program is very busy and times are very tight, Chairs are kindly requested to perform speaker presentation very quickly and Speakers who over-run will be required to stop at 15 min.**

### PRESENTATION RECOMMENDATIONS

- Prepare presentation in 16:9 or, alternatively, in 4:3 and save as .ppt or .pptx
- Alternatively is possible to use a PDF file.
- Video have to be prepared in 16:9 format and saved as: .mp4, or .mov or .quicktime formats

Regarding to

- PDF files: only HIGH RESOLUTION .pdf files are accepted
- Pictures: only in .jpg format RGB modality
- Audio files. only in .mp3 format
- Files: only in .pdf format

Support for slides upload on the organizers computer

- Pen Drive
- External Hard Disk
- Laptop with your own cable or computer adapter HDMI (Apple hardware).

### **SPEAKERS WILL NOT BE ALLOWED TO USE THEIR OWN LAPTOP, OR IPAD OR TABLET FOR PRESENTATION**

All presentations will be displayed via the PC ROOM - (Secretariat Room)

Together with the computer technicians you will test presentation files in order to assess their compatibility. Please, ask staff on site.

**Files ready for presentation should be handed to the organizers/ computer technicians well in advance:**

- for a.m. presentations, organizers should receive files no later than 15.30 of the previous day
- for p.m. presentations, organizers should receive files no later than 10.30 of the same day

Speakers of each presentation have to contact chairs of own Session

## **Instructions for POSTER PRESENTATION**

Each poster is provided with a 100 cm wide x 200 cm high poster board.  
A0 format (preferably portrait) would be an ideal poster size.

Upon arrival, check for the board number assigned to your poster in the Congress Program Poster and its location.

### **When to attach the Poster?**

- Poster Session 1

The speaker can attach the poster on July 28 – From 14.00 to 18.00  
(the speaker will take away the own poster on July 30 within 16.00)

- Poster Session 2

The speaker can attach the poster on July 31 – From 09.00  
(the speaker will take away the own poster on Aug 02 within 10.30)

Materials for attaching posters to boards will be available at Registration desk/Secretary Room. Please ask at the Registration desk/Secretary Room for any help.

Authors have to stand by the poster during the Poster Session.