

ORAL PRESENTATION GUIDELINES

Oral Presentations are generally split into three categories, as follows:

1) Plenary Lectures

- Each Plenary lecture is 45 minutes in length and comprises one presentation. We recommend you plan to present for approximately 35 minutes with 10 minutes for questions/discussion.

2) Review Sessions

- Each Review Session is 90 minutes in length and comprises 3-5 presentations: either three invited lectures of 30 minutes each or two 30 minute invited lectures plus 2 abstracts selected lectures of 15 minutes each.
- We recommend that those with a 30 minute presentation allow 5 minutes for questions/ discussion.
- We recommend that those with 15 minute presentations allow 3 minutes for questions/discussion at the end of the presentation.

3) Oral Sessions

- Each Oral Session is 90 minutes in length and comprises six presentations, of 15 minutes each. We recommend that you plan to present for approximately 12 minutes, allowing time for questions/discussion at the end of the presentation.

Please see the programme schedule at the official congress website for detailed timing of individual sessions

Sessions Hall and Audio Visual Equipment

All session halls are equipped with standard PowerPoint presentation facilities. All presentations will be networked to the appropriate room via the speaker management system, and your presentation **must** be submitted to the **Speakers' Preview Centre (located in room -2.16 close to the registration desk)** at least 90 minutes in advance of your session – you will not be permitted to use a memory stick, CD or your own laptop in the session hall.

Please prepare your presentation in 16:09 format (screen are in format 16:9). We recommend you to save your PowerPoint presentation using PPT(X) format instead of PPS.

A technician is available in every session room to provide assistance when needed. Due to the online presentation system, all speakers are kindly requested to use the PC provided onsite. Please be present in the session room prior the start of your session and follow the instructions from the Chairs and/or technician. During your presentation a remote control will be available for controlling your presentation. Please observe the time allotted to you.

Speakers' Preview Centre

All speakers are asked to upload their presentation to the Speaker Preview Room at least one hour before the beginning of the session or the day before in case of a morning session.

Opening Hours of the Speakers' Preview Centre (located in room -2.16 close to the registration desk):

Wednesday, 23 May 2018	07:30–21:00
Thursday, 24 May 2018	08:00-19:00
Friday, 25 May 2018	08:00-19:00
Saturday, 26 May 2018	08:00–13:00

