



Instructions for speakers

Time scheduled for your presentations

- Technical sessions are 90 minutes and include a maximum of five oral presentations. Each presentation is 15 minutes, including time for questions.
- Each session has a Session Chair, who will introduce each speaker to the audience. The Session Chair will give a reminder when you have three minutes left.

Conference language

- The presentation language is English.

Before the scheduled presentation

- All session rooms are equipped with a PC with PowerPoint and PDF presentation software. The file containing the presentation should be named with the surname of the speaker, e.g. Jensen.pptx.
- Bring your presentation on a MS Windows readable USB memory stick to the session room and upload it on the computer, preferably in the morning of the day of your presentation or at latest 15 minutes before the session starts.

The presentation

- The projectors are in 16:9 format.
- Use standard fonts e.g., Calibri, Helvetica, Arial, Times New Roman. If an unusual font is used, it may not appear as intended.
- The wording should be large, not smaller than 20 pt.
- Try to keep the content of your slides and their appearance as simple and consistent as possible. Simple and effective graphics will enhance the presentation.
- The colors and background of the slides have a large impact. Use color schemes that have sufficient contrast between text and background.
- Each slide should contain only the main points that need to be conveyed. Avoid overcrowding of the slide with a lot of text.

Standard equipment of the session room

- PC with international MS Office programs and internet access
- Data video projector in 16:9 format
- Screen
- Remote control with laser pointer
- Sound system
- Whiteboard
- Mobile flip chart
- Kit with tape, scissors and more