

## **-GUIDELINES FOR ORAL PRESENTATIONS & LECTURES-**

### **1. FORM OF ORAL PRESENTATIONS**

Each plenary lecture is allotted a total of 60 minutes, each keynote talk a total of 30 minutes, and regular oral presentation a total of 15 minutes. As time must be allowed for conference attendees to change sessions at the end of your presentation, the time schedule will be enforced, so please complete your talk on schedule. In order to allow time for questions, please consider that your presentation should last no more than ~45 minutes (for plenary lecture), ~25 (for keynote talk) or ~13 minutes (for regular oral presentation). Please make sure that your session chair knows of your attendance prior to the beginning of your session. In the case of a last minute cancellation of an oral presentation, the scheduled programme of the session will be maintained.

### **2. DATA PRESENTATION**

- The presentation should be supplied **only in PowerPoint format**. Please note that it should be on a memory stick and should be loaded on one of the conference computers in the Preview Room **at least 2 hours before THE START OF THE SESSION**. Please set your slide size to **16:9 widescreen** format to ensure that your presentation fits properly on the screen.
- If you are combining video films with a PowerPoint presentation, please make sure to download the video film on the same computer in the **Preview Room and inform the staff about the video**.
- Please note that the conference computers in the session halls are supplied with Microsoft Office
- We take great care to ensure that all presentations run smoothly and without any technical issues. In this regard, we kindly request that all presenters use the equipment supplied by the conference organizers to run their lectures.

#### **Important Notes:**

- If there is any change in the presenter of an oral presentation, please make sure to report it to the conference Organizing Secretariat as soon as possible. This will help us to update the scientific program accordingly and ensure the smooth running of the conference. To report any changes, please send an email to [secretariat@feza2023.org](mailto:secretariat@feza2023.org)
- If you are using an Apple Device, please note that you need to supply your own laptop **as a back-up** and **confirm that it has a HDMI socket** for external signal. Additionally please come to check it **first in the Preview Room** and **later in the session hall** where your lecture will take place. Note that this should be done during the coffee break or lunch break prior to your session and **at least 2 hours before**

### **3. PRELOADING POWERPOINT FILES**

- We strongly encourage you to submit your PowerPoint presentation files to the Conference Secretariat ([secretariat@feza2023.org](mailto:secretariat@feza2023.org)) on or before **Friday, 30 June 2023**. We will preload your files in the computer for LCD projection in advance.
- We will also accept your PowerPoint presentation files on site during the Conference. You should come to the **VIP SALON on 12th floor at the Grand Hotel Bernardin Convention Center** to arrange the transfer of your PowerPoint file to the computer for LCD projection. This should be done no later than 08:50 (for the morning sessions) or 14:20 (for the afternoon sessions) on the day of your presentation. On the first day of the Conference (July 2), you will be able to upload your presentation to the computer for LCD projection between 16:30 and 19:30. To avoid delays with setting up individual computers in between presentations, please note that you will not be permitted to make your presentation using your own laptop. Please save your files in USB memory stick for transfer to our computers in advance.

Please note that the presentations will be available for you to check at VIP SALON on 12th Floor on the day of your presentation from 08:00 - 08:50 and during the breaks (coffee and lunch).

### **4. VIDEO**

- If you need to use a video for your presentation (mpeg format only), please advise the staff in the Preview Room as soon as you arrive, **at least 2 hours before THE START OF THE SESSION.**