

## PRESENTATION GUIDELINES

Each parallel symposium session will have a moderator, with one or more committee members in attendance. Presenters are allocated 10 minutes to deliver their presentation, with an additional 5 minutes for a Q&A. Based on the allocated presentation time, the presentation file should ideally contain approximately 10–12 PowerPoint slides. You are responsible for the content of your presentation.

The following will be at your disposal, for use during your presentation:

- Laptop
- Projector and screen
- Microphone
- Laser pointer

### Submitting your presentation file

All presenters are required to submit their presentation file during registration on the first or second day of the conference, at the submission desk in front of the Ballroom. It is not possible to use your own computer for your presentation.

- Your presentation file should be in a format compatible with Microsoft PowerPoint 2007 (or earlier).
- Bring your presentation on a USB memory stick. Facilities will not be provided for other submission methods.
- We highly recommend that you keep a backup of your presentation file on a second USB stick.
- Please do not embed videos in your presentation.