Presentation guidelines

Each parallel symposia session will have a moderator, with one or more committee members in attendance. Presenters are allocated 15 minutes to deliver their presentation (we suggest a 10-minute presentation length, with 5 minutes left for audience questions). Based on the allocated presentation time, the presentation file should 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 submissions 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 or CD-ROM. 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 or CD-ROM.
- Please do not embed videos in your presentation.