

## PRESENTATION GUIDELINES

Each parallel symposia session will have a moderator, with one or more committee members in attendance. Oral presentations for the ICST Symposia have been allocated 15 minutes of effective presentation time, plus 2 minutes given to Q/A and 30 seconds turn around time between speakers. 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.
- Please do not embed videos in your presentation.