

GUIDELINES FOR ORAL PRESENTATIONS – PARALLEL TECHNICAL SESSIONS

KEY POINTS:

- Talk length for each presentation is **15 minutes total**, including questions and change of presenter. No extra minutes for a presentation are permitted due to the loaded conference schedule.
- No marketing content is allowed for the technical presentations. Your presentation should give an overview of your technical paper included in the conference proceedings.
- Each presenter must check-in at the Speaker Ready Room to upload his PowerPoint or PDF presentation no later than 3 hours prior to his session time. The presentation files should be transmitted via a USB key (provided by the author).
- A French-English simultaneous interpretation service is available in the main room.
- At the conference, take time to familiarize yourself with the setup. Each session room has a dedicated technician that will assist you. Please follow carefully the instructions received from the session Chairman.

PREPARE YOUR PRESENTATION:

- All presentations should be prepared for PowerPoint or PDF.
- PowerPoint for MAC files should be tested on a PC before attending the event.
- If you need a specialized font, it should be embedded into your PowerPoint file.