# Instructions for oral presentations

## General recommendations

When you arrive on the conference site please check the printed program (Program Booklet) to confirm the schedule of your presentation and the room assignment. You may refer to Authors and Participants Index in pages 70 to 80, for a quick check of your presentation (room, time, …).

Try to be in your presentation room 10 minutes prior to the starting time. **Please indicate your presence to the chairperson of your session**. You are expected to be present for the entire time of each session.

Please note that presentation time is depending on the type of your oral presentation according to:

|  | Lecture time | Discussion time | Total time |
|---|---|---|---|
| **Plenary lectures** | 35 min | 10 min | 45 min |
| **Keynote lectures** | 25 min | 5 min | 30 min |
| **Full papers presentation** | 15 min | 5 min | 20 min |

*Please respect scrupulously your presentation time. If not, the chairperson is asked to interrupt your presentation to leave some time for discussion.*

## Available Audio/Video Equipment

A Computer with Windows XP, PowerPoint 2010 and Adobe Acrobat (pdf), connected to a video projector is standard in each conference room. Please bring your presentation on a Memory Stick connectable through the USB port of the PC **and upload it before the beginning of your session**.

Although the uploading on the provided computer is favored, you may also use your own laptop computer to make your presentation but, in this case, **you need to check your presentation beforehand** by connecting your laptop to the videoprojector of your conference room during the coffee or lunch break prior to your session.

If videos are included within your PowerPoint presentation, please check them in your conference room prior to your session.

If your laptop is Apple (Macintosh), please ensure to bring with you a VGA dongle/adapter compatible with your MAC for external video signal and come to check it in your conference room prior to your session.

Please note that VHS Video projection, 35 mm slide projection and overhead projection (projection of transparencies) will not be available.