



## INSTRUCTIONS FOR ORAL PRESENTERS

***Each oral presentation should be 15 minutes in total (8–10 minutes for the talk and 5–7 minutes for Q&A).***

***The session chairperson will keep presentations on schedule and focused so that all speakers have their full time.***

### **BEFORE YOUR PRESENTATION**

- ***Please bring your presentation on a USB drive to the Speakers' Ready Room (room 134) at least two hours before your session, or the day before if your presentation is scheduled for early morning. This ensures your file can be loaded and tested in time.***
- ***Your data will be copied to a server and transferred to the presentation room via LAN.***
- ***Files must be in PPT (Microsoft PowerPoint 16.9) or PDF format. The Speakers' Ready Room does not have Internet access, so you will not be able to download files on-site.***
- ***If your presentation contains videos, please insert them directly into your PPT file. Wi-Fi will not be available in the meeting room.***
- ***In the Speakers' Ready Room, please check and confirm that your presentation appears correctly. To avoid queues, do not make edits on-site. Please review only your final version.***
- ***Bring backup copies of your presentation and any video files, in case of technical issues.***

## **AUDIVISUAL EQUIPMENT**

***Presentation control will be managed by the AV Technical Staff at the back of the meeting room. You will be given a remote-control pointer to advance your slides.***

***The first slide will be loaded by our IT staff, but you will advance your own slides using the switch on the speaker's desk. Please follow any instructions from our staff.***

***\*Use of personal laptops is not permitted, so please ensure your presentation is in the correct format on your USB drive.***

