



## Oral Presenter Guidelines

- Please check the Final Programme of the Congress to confirm the date, time and location of your presentation.
- Please report to the Welcome desk either the day before or at least 1 hour prior to the beginning of your session during which you are presenting. If your presentation is in the morning session of the first day – please send your presentation in advance to [tchapman@ulb.ac.be](mailto:tchapman@ulb.ac.be). Please name your powerpoint as **Last name-Room-Day-Time.ppt**
- Please note that you must report to the Welcome desk even if you have sent your presentation in advance to ensure everything is in order. You will then be directed to the appropriate conference room and technicians will transfer your PowerPoint presentation onto the network.
- Please note that you can not bring your own laptop as computers will be provided in the session rooms. Please also note that there are no facilities for slides, video or overhead transparencies in the session room.
- If at all possible, please assemble in your allocated session room, 10 minutes before the start of the session in which your presentation will take place. This time will enable you to become familiar with the layout of the room, introduce yourself to the chair person(s), the session hall and the A/V staff who will be there to assist you.
- All presentations must be in English as this is the language of the Conference.
- You will be able to control the advance of your PowerPoint presentation from the lectern and a technician will be on hand to offer any assistance if required.
- **Please note that you have 15 minutes presentation time plus 5 minutes for questions.** Please ensure that you keep to the time allocated to you (session chairs will enforce strict timings to prevent disruption to the overall programme with parallel sessions).
- There are a number of microphones for questions from the audience in the room.

**We do hope you have a successful presentation and enjoyable Conference**