Guidelines for Oral Presentations

A template for your oral presentation can be found here.
Feel free to customize the slides however you prefer.

- Each presenter will be given a time slot of 15 minutes in total, which is distributed as 10 minutes of presentation and 5 minutes of answering questions from the auditorium.
- All presentations must be uploaded to the appropriate session room during breaks and at least 20 minutes prior to the start of the session. Each room has a technical staff that will assist you.
- Conflict of interest (COI) statement: The second slide of all presentations must necessarily and without exception reflect the conflict of interest.
- Save the file with a name that includes your oral presentation number and abstract title.
- The PowerPoint handling and distribution system is optimized for MS PowerPoint and PDF (Adobe Acrobat) files. Please only use Latin based fonts. If special fonts are needed, they should be stored as 'embedded fonts' within the presentation.
- Presentations should be saved as .ppt, pptx (Power Point) or .pps, .ppsx (PowerPoint Slideshow) and movies as separate files. When using mathematical symbols please use those, which are available under Latin fonts (unicode or Western Europe).
- The presentation computers and projectors will be set up and optimized for 16:9 aspect ratio-full HD (1920x1080) in all rooms. As format for embedded movies, 'MP4 movies' are preferred (but may also be .avi, .wmv).
- Videos must be embedded in PowerPoint.

On the day of your presentation:

- Please arrive in your seminar room 20 minutes early to hand over your presentation to the technical staff.
- Please note, you will not be able to play your presentation directly from your laptop. A laptop will be available in each room.
- Please bring your presentation on a portable storage device (USB Memory Stick). Kindly note that storage devices will not be returned if left behind.
- As the schedule of presentation sessions is tight it is of utmost importance that all presenters are ready and in time for their presentations.
- Every room is equipped with a laptop, projector and screen. A microphone for the speaker and a second microphone are also available.
- Technical assistance will be available in each room.
- Session chairs will introduce each presenter.
- Session chairs will advise you, when you have 3 and 1 minute remaining.
- Please be respectful of your fellow presenters and their allocated time by staying within the time allowed and complying with the session chairs if they ask you to wrap up.