



Presentation Guidelines

Paper Sessions

Oral Presentation sessions consist of 5 papers per session followed by 5-10 minutes for discussion. Each presentation has an allocated time of 10 minutes. Authors have 2 minutes to move from one presentation to another.

Each speaker has to be present, at least, 10 minutes before the session and upload her/his presentation and the supporting material.

No particular template is proposed for the digital support, but a PowerPoint is recommended. If you need another type of digital support you should contact the organizing committee.

All session rooms are equipped with a data projector and laptop computer.

Bring your presentation on a Windows readable USB memory stick.

When building your presentation, use standard fonts (e.g., Times Roman, Helvetica, Arial, New Times Roman), basic fonts are included on the session room PCs.

Include in the same folder of your presentation, any external files utilized, e.g. movie files. Copy the entire folder to the USB memory stick.

Test your presentation on a separate PC compatible computer to ensure fonts are standard and components are included rather than merely linked in your presentation.

Important note: if the author doesn't attend the session, it is not possible to guarantee the certificate of the presentation.