

Guidelines for Presenters and Moderators/Chair

It is highly recommended that presenters transfer their presentations to congress laptop located in each presentation room between 08:00 and 09:00 if you are presenting in a morning session (all the sessions before lunch break) and during lunch break if you are presenting in a noon session (all the sessions after the lunch break).

The latest you can transfer their presentation is 15 minutes before the session you present in begins.

It is each presenter's responsibility to know the time and room you are presenting in and ensure their presentation is loaded in the correct presentation room.

The operating system on all computers at the congress is Windows 10. All computers will run Office 365. All presentations should be in PowerPoint or some other presentation tool compatible with this operating system. If you are using a Mac to create your presentation, use Powerpoint version 2016 or later. Please have your presentation on USB stick. There is an internet connection available in every lecture hall.

There will be a volunteer in each presentation room, so they will assist you if you have any difficulties.

We have scheduled 75 minutes for each symposium, roundtable, demonstration or workshop. With a maximum of 4 presentation in each session round, we provide ample time for discussion. So, please prepare your presentation in a concise way for a maximum of 15 minutes, to allow some minutes of discussion.

If you are presenting in a planned symposium, roundtable, demonstration or workshop you can of course decide with your co-presenters how to plan your session, but please prepare for and engage in discussion with the audience.

The moderators/chair should also arrive 5-10 minutes before their session begins to introduce themselves to the presenters and ask them if there is anything they need. They should ensure that the session begins on time. When the session begins moderators/chair introduce themselves briefly to the audience and then they also introduce each speaker briefly (name, country and title of presentation). Moderators/chair should warn the presenters few minutes before they need to stop. If you are a moderator/chair allow for few questions from the audience at the end of each presentation, then move on introducing the next presenter. If time allows, you can engage the presenters and the audience in a general discussion at the end of the session.

Guidelines for Poster Presentations

Presenters should set up their posters as early as possible on the day of their poster presentation to allow the audience to have a quick look before the first keynote session of the day starts. The poster sessions run during and after lunchtime from 13.15-14.45 during the conference days. Stand by your poster during the poster session to engage viewers in discussions.

The posters will be displayed in portrait style. Tape and/or blu tack for hanging the posters will be provided. Presenters should be available during their poster session to discuss their work. The posters will be placed on poster boards in the Foyer of the basement floor and can remain on for the whole day. Please remove your poster at the end of the day.

Size of the poster boards is: H:250cm W:100cm.