

## **INSTRUCTIONS FOR ORAL PRESENTERS**

### **ALLOCATED SPEAKING TIME**

Please refer to the Conference Program for the exact slot of your presentation. The length of your presentation as follows:

- Oral Presentation: (15 min presentation + 5 min Q&A)
- Symposium (75 mins presentation + 15 mins Q&A)
- Special Interest Study Group (90 mins session including Q&A)
- Media Theatre (150 mins multimedia session including Q&A)

Please ensure to be present at the room allocated to you 15 mins before your presentation and approach the room monitor who will help assist you.

### **PRESENTATION GUIDELINES:**

- Please use the attached format of PowerPoint towards your presentation.
- Authors should disclose their conflict of interest if any on the slide provided.
- Please do not change the aspect ratio of the presentation which is currently set at widescreen 16:9 ratio.
- Your presentation should be prepared in .PPT or .PPTX format.
- Preferred font type – Arial or Calibri
- Minimum font size – 12 pts or larger
- Images and tables: At least 200 dpi – good picture quality is essential.

- Videos - If you combine video clips with PowerPoint; the videos must be embedded as an MP4
- Do not use links to YouTube or other webservices in your presentations.
- The first slide of your presentation must be your name and presentation title.
- Important for MAC users:

To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before submitting it:

- ✚ Convert it to PowerPoint.
- ✚ Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- ✚ Insert the images as JPG. The following file types will NOT be visible on a PowerPoint based PC – TIF, PNG or PICT.

**ONSITE:**

**PRESENTERS ARE REQUESTED TO COMPLETE THEIR PRESENTATIONS**

**AND SEND IT TO [IACAPAP2022@DWTC.COM](mailto:IACAPAP2022@DWTC.COM) NO LATER THAN**

**02 DECEMBER 2022**

The congress secretariat shall ensure to have your presentation ready in the room allocated to you.

- As a backup, you are requested to carry your presentation on a USB. Should you make any changes to your presentation, please approach the Speaker Ready Room to update the same 4 hours to your presentation. Last minute changes SHALL NOT BE accepted.
- You are asked to only use the Congress computers in the session halls for presentation purposes. The Congress will not be able to support lecture slides presented on personal computers.
- If you combine video clips with PowerPoint, please make sure to:
  - Share the video along with your presentation at the time of submission
  - Please test it in room allocated to your presentation during a coffee or lunch break. Please check with the technician if the sound and picture from the video are transmitted well to avoid technical issues during your session