

INFORMATION FOR ORAL CONTRIBUTIONS

The lecture hall is equipped with **PC projection facilities only** .

To avoid technical problems, your personal laptops cannot be utilized; instead bring a CD-ROM or a USB memory stick / hard disk.

In preparing your presentation (Microsoft PowerPoint or similar), please consider the following:

1. your presentation has to be formatted horizontally (“landscape”);
 2. remember the dictum “less is more”: do not overload your slides with unnecessary;
 3. to obtain clear slides, consider the difference between the size of your office and that of an auditorium designed for 300 people. The attendees sitting in the back row should also be able to read the content of your slides without any problem. Test your slides on readability;
 4. test facilities will be available at the conference venue.
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- Meet the chairperson and provide him/her with a short CV (3-5 lines maximum) 20 minutes prior to the beginning of your session; give the projectionist your disc, CD-ROM or memory stick. Familiarize yourself with the microphone and laser pointer.
 - Do not speak for more time than is scheduled in the program: 45 or 30 minutes for a plenary lecture, 20 or 15 minutes for a keynote lecture. Due to technical constraints in the schedule of the conference auditorium, your session chairman will interrupt your lecture if you run overtime.