

## GUIDELINES FOR PRESENTERS

### Oral Presenters

All PowerPoint presentations must be uploaded prior to the session, as it will **not** be possible to run PowerPoint presentations directly from a laptop in the session rooms. All presentations must be in English. Limit your number of slides and avoid unnecessary detail. Be considerate of other speakers and the audience by staying within your allotted time. The individual presentation time includes 12 minutes for presentation followed by discussion and panel discussion. Session moderators will hold you to the allotted time, which is essential to ensure adequate time for questions and discussion. Be informed that the moderators may stop your presentation in between in case the presentation has exceeded the stipulated time period.

### Poster Presenters

Poster presenters are advised to mount their posters inside the Poster Session venue on Wednesday, 29<sup>th</sup> March between 9:00 and 18.00 hrs, and remove them on Thursday, 30<sup>th</sup> March, between 18:00 and 20:00 hrs. Poster authors should attend the poster during the poster session to respond to questions/queries if possible. During the poster session it is useful to have the paper or poster summary available as a hand out. The poster exhibition staff will remove and dispose the posters that are not taken down. The staff assumes no responsibility for material left behind.

**Guidelines for Poster Layout:** Posters should be laid out in portrait style. The poster board surface is 80 cm wide and 110 cm high - make sure the poster fits into this surface. The poster number will be displayed by the organizers on the top of the poster panel. Mounting material will be available at the Poster Helpdesk. The recommended material to print the posters is laminated paper.