



## INSTRUCTIONS FOR ORAL PRESENTATIONS

### Before the conference:

- ✓ Make sure you know in which session you are scheduled for the presentation and what is the allocated time. Check for any scheduling clashes with any other commitments and notify the organisers as soon as possible if any.
- ✓ Each presenter is given a certain **time slot**, inscribed in the detailed program, which **may not be exceeded**, which is a total time, including in some cases minutes for answering questions, but also the time for changing of presenters at the podium.
  - **Keynote speakers** – 30 or 40 minutes – total time, please consider an effective presentation time of 25 or 35 minutes, respectively, keeping 5 minutes for the introduction by the chair and acknowledgment at the end of the presentation. No questions will be addressed live during the session.
  - **Invited speakers** – 20 minutes - total time, please consider an effective presentation time of 17 minutes, keeping 3 minutes for the introduction by the chair and acknowledgment at the end of the presentation. No questions will be addressed live during the session.
  - **Panelists** - 15 minutes - total time, please consider an effective presentation time of 13 minutes, keeping 2 minutes for the introduction by the chair and change of presenters. No questions will be addressed live during the session.
  - **Presentations during plenary sessions** – 10 minutes - total time, please consider an effective presentation time of 8 minutes, keeping 2 minutes for the introduction by the chair and change of presenters. No questions will be addressed live during the session.
  - **Presentations during discussion sessions** - 10 minutes - total time, please consider an effective presentation time of 8 minutes, keeping 2 minutes for questions from the audience.
  - **Sponsors presentations** – 15 or 30 minutes - please consider an effective presentation time of 13 or 28 minutes, respectively, keeping 2 minutes for the introduction by the chair and change of presenters. No questions will be addressed live during the session.
- ✓ **Preparation of your slides:**
  - Please consider roughly 1 slide/minute, including the introduction and end slide.
  - Be sure that the PowerPoint slides have the same layout all way through.
  - Observe that the content of each slide is not too detailed.
  - The possibilities of animations are numerous. Please do not exaggerate.
  - Graphs and figures are often better than tables at an oral presentation. Flow charts are very appropriate to describe material.



- If you wish to add films or other sorts of interactive materials, please include these in the presentation (do not access them through internet, as this may not work to your satisfaction) and inform the Conference Office beforehand.
- Your slides should have an aspect ratio of 16:9 (wide screen).

#### Before the session:

- ✓ As the schedule of presentation sessions is tight it is of utmost importance that all presenters are ready and in time for their presentations.
- ✓ Presentations files should be handed to the designated technician one day before the presentation, on USB stick, to be loaded on the computer and checked.
- ✓ Speakers are kindly asked to arrive in the conference room at least 10 minutes before the session start and meet briefly with the chair persons and the technical assistants.
- ✓ Check if your presentation is uploaded and works properly.

#### During the session:

- ✓ As the schedule of presentation sessions is tight it is of utmost importance that all presenters are respecting the allocated time, considering the information here above about the effective time of presentation.
- ✓ Please introduce yourself and your co-authors.
- ✓ Be brief and concise in your presentation, focusing on the important aspects, findings, conclusions.
- ✓ If you are presenting in a discussion session you will have a couple of minutes for questions from the audience. Answer briefly and concise and if there is no time to answer propose to the questioner to discuss during the break.

#### After the session:

- ✓ Check the questions addressed by chat ([chat on Slack with 17DECGE attendees](#)) and answer to them.
- ✓ If possible, share with other attendees your findings.