



INSTRUCTIONS FOR ORAL PRESENTATION

PREPARING YOUR PRESENTATION

Please prepare your presentation in 16:9 format (screen is in format ratio 16:9). We recommend to save your PowerPoint presentation using PPT(X) format.

SPEAKERS' READY ROOM

All session halls are equipped with standard PowerPoint presentation facilities. All presentations will be networked to the appropriate room "Speakers' Ready Room" (Room BC, located in the lower foyer at the venue).

All speakers are asked to submit their presentations to the speakers' Ready Room **at least 1 hour prior to the session you present in**. Early morning presentation; Please submit your presentation the day before.

Save the file according to the following format:

<day of presentation>_<A. Session #>_<presenters name>_<title of presentation>

We kindly ask you to hand in your presentation to the technical staff in the Speakers' Ready Room on-site via an external drive. While doing so, we encourage speakers to verify their presentation. This will ensure no formatting errors.

IT support will be available in all the conference rooms during live sessions. All speakers are kindly requested to use provided PC onsite. Please be present in the session room 15 minutes before the start of your session and follow the instructions from the Chairs and/or technician. During your presentation, a remote control will be available for controlling your presentation. Please observe the time allotted to you as you will not be permitted to speak for a longer time. At the end of the Symposium, all presentations will be deleted from the presentation system and computers on-site.

Opening Hours of the Speakers' Ready Room

Wednesday, April 26, 2023	15:30–20:00
Thursday, April 27, 2023	07:00–18:30
Friday, April 28, 2023	08:00–18:00
Saturday, April 29, 2023	07:45–13:00