



## RECOMMENDATIONS FOR EFFECTIVE SCIENTIFIC PRESENTATIONS

### INFORMATION FOR SPEAKERS AND ORAL PRESENTERS

A staff member (Stage Manager) is assigned to each session room and is in charge of the smooth running of your session. This person will be near the lectern on the stage in the session room, and is at your disposal. Please feel free to introduce yourself and inquire about anything you might need.

Please check in at the Speakers' Preview Room (**at the bottom of the escalators on the way to the registration area**) as soon as possible after your arrival at the Congress Centre, but no later than 2 hours prior to your session (the day before for early morning sessions).

- Format of presentation is PowerPoint (Windows XP); Loading system is USB keys and/or CD-Rom
- Please include a "Disclosure Information" slide in your presentation (typically included as your 2<sup>nd</sup> slide). Also please be sure that the font size you use in your slides is 20 (Arial) or above.
- Please be in the session room and ready 10 minutes before the scheduled start time of the session in order to meet the chairperson(s) and discuss the session format.
- All presentations must be in English. There are no simultaneous translation facilities. Please speak slowly and clearly throughout your presentation to help those who are not native English speakers.
- Please keep to the time allocated to your presentation and follow the instructions given by your session chairperson(s).
- There are a number of standing microphones in each hall to facilitate the discussion. Please ask the audience to use them so that everyone can hear the questions
- For safety and security reasons, no one will be allowed to stand in the back of the session halls.

**LOCATION OF SPEAKERS' PREVIEW ROOM (BOTTOM OF ESCALATORS ON THE WAY TO THE REGISTRATION AREA)**