



Instructions for Chairpersons and Presenters

Instructions for Chairpersons

It is essential and critically important to make sure that the session starts and finishes on time.

1. Consult with your co-chairperson and decide who will introduce each speaker.
2. Introduce the speaker briefly (name, title of their presentation)
3. Remind the speaker that he/she has a specific time for presentation (indicated previously by the organization, all speakers have been informed.)
 - General Session are of 90 min and the time will depend on the number of presentations in the session (there should be 10 min for Q&A at the end of the session)
 - Oral Presentation Session will have 15 min (8 min for the presentation and 7 for discussion)
 - Moderated Poster Session will have 7 min (5 min for your presentation and 2 for questions)
4. In order to make the session interactive, please allow for Q&A discussion before the end of the session.
5. The most important part of your job is to keep the speakers on time. We have a tight schedule to keep, and the organizers are relying on you to keep the sessions on schedule and on track. There will be time controllers in each meeting room, to help you to keep track of the time.

Instructions for Presenters

Before your presentation

- All presentations should be handed in at the Speakers' Preview Room 3 hours prior to their session
- Data will be copied to a server and transferred to the presentation room via LAN.
- Please bring the **PPT** (PowerPoint) file **format 16:9** copied into USB memories or CD-R.
- Windows Media Player is recommended to use for the motion pictures (MPEG 1 is recommended).
- In the preview center, please confirm your files and check how the presentation will look before the relevant session.
- Please prepare backup data of both PPTs and movies in case of problems.
- No personal computers will be allowed. All presentations should be MS PowerPoint. Please check that your videos run put properly with the support team.

At your presentation

- A remote key, and mouse will be prepared on the speaker's desk.
- The first page of the slides will be placed on the screen by our staff. Speakers must control their slides themselves by using the switch on the speaker's desk. Please follow the instructions given by our staff.
- The chairperson will monitor presentation timekeeping.

Speakers' Preview Room is located in Barcelona Room on the 1st Floor. And the open hours are:

Wednesday, May 15th - 07.30 to 18.00

Thursday, May 16th - 08.00 to 18.00

Friday, May 17th - 08.00 to 18.00

Saturday, May 18th - 08.30 to 12.30