GUIDELINES FOR ORAL ONSITE PRESENTATION

Dear presenter,

we would like to ask you to take a few minutes to read the following guidelines regarding your presentation.

A whole session will be organized in a hybrid mode as a ZOOM MEETING with the audience at the conference venue as well as with participants online connecting via ZOOM platform. A conference room onsite will be one of the ZOOM clients.

During the session you will present your slides from the lectern in a screenshare mode on ZOOM.

Before the conference you are kindly asked to:

1. Log in and check the date, time and length of your presentation in the conference programme at https://iccf25.com/live-schedule:
   - if you have 35 minutes assigned, your time slot will comprise of 30-minute presentation and 5 minutes for a Q&A discussion;
   - if you have 25 minutes assigned, your time slot will comprise of 20-minute presentation and 5 minutes for a Q&A discussion.

   To log in use the e-mail address provided in the registration form.

1. Prepare the presentation in Microsoft PowerPoint or PDF format, 16x9. All presentations must be made and held in English.

2. Upload your presentation until 21 August 2023 using the below upload link:
   https://www.dropbox.com/request/ET33vMArU8YQ3YkNzLNc
   Please name the file as:
   "SessionNo_lastname_firstname.pptx" or "SessionNo_lastname_firstname.pdf"
   (with SessionNo as the number of your talk given https://iccf25.com/live-schedule, for example "S.1.1_Doe_John.pptx" or "S.1.1_Doe_John.pdf")

3. If you have changed the file after the uploading or need to make changes onsite, please bring a copy on a thumb drive to the technical staff on-site at the conference room.

<u>Before the session you are kindly asked to:</u>

Arrive at the conference room at the beginning of the break preceding your session for the short technical training, to final check your presentation, familiarize yourself with the audio-visual equipment.

The conference room will be equipped with a projector, screen, laptop computer to run the presentation and microphones for your use. Technical support will be provided. Please note, that <u>for technical reasons speakers' computers cannot be connected</u>.

Shall you need further assistance or for any individual queries, please contact the ICCF-25 Conference Secretariat at info@iccf25.com