

UCPSS 2016 - Instructions for oral presentations

Location

All symposium oral presentations will take place in de Grote Feestzaal of the Casino of Knokke-Heist.

Timing

To allow for questions, you should aim for your presentation to be at the target duration indicated below:

	Contributed presentations	Invited presentations
Overall time slot	20 min	30 min
Target duration of presentation	18 min	25 min

The session chairs will hold you to this time, and are under strict instructions to terminate presentations that overrun.

A. Preparation of PowerPoint presentation

- Your presentation should be prepared in PowerPoint
- Page set-up: format 16:9 in landscape orientation
- Use high-contrast lettering and a standard lettertype such as Helvetica or Arial
- Use high-contrast colours: light text on dark background or vice versa
- Do not overload your slides with long sentences: use keywords rather than complete sentences
- Save your presentation on a USB stick and bring this with you to Knokke-Heist

B. Management on site

- You are requested to hand in your presentation at the speaker desk as follows:
 - If your presentation is scheduled during the morning session: before 16:00 of the day before
 - If your presentation is scheduled during the afternoon session: prior to 10:00 of the same day
- The technicians will assist you with any changes you may have and make sure that your presentation is uploaded on the screen in the conference room.
- You are requested to verify the content of your slide presentation (images, text, movies etc...) on the computer at the speaker desk. Please note that the organisers cannot be held liable for any loss of images during data transfer (CD-ROM, USB stick etc...).
- Presentations from a personal laptop will not be allowed. The session chairpersons will be present at the front of the session room during the last 15 minutes of the break prior to your session. In those 15 minutes, please introduce yourself to the chairpersons and familiarise yourself with the AV tools.
- No more changes can be made inside the room where the session takes place.
- The session room has a technician to assist you with your presentation if needed.