Oral Presentations

Oral presenters will each have **25 minutes** for their presentation:

- 20 minutes for Presentation
- 5 minutes for Q&A

Please download the mandatory [Power Point Oral Presentation Template](#) for your presentation.

Guidelines for Speakers

A good oral presentation has a clear objective, a well-defined structure and uses clear and simple illustrations.

Objective & Structure

Your objective defines what you wish to achieve with your presentation. To achieve a realistic objective you must consider the characteristics of your audience: their motives for attending your presentation, their interests, their knowledge level and their intentions.

The structure of a good presentation is as follows:

- Define the subject, give a general outline and state the goals of your presentation in your introduction.
- Work out your presentation in more detail.
- Summarise and draw conclusions, which refer back to your introduction.

Please be very careful that your presentation is scientific and not commercial. In addition, the company logo or trademarks are allowed only in the first and on the last page of the power point slides.

We recommend you to make an overview with the estimated timing of your presentation and to prepare yourself for questions from the audience. Rehearsal of your presentation is strongly recommended! Please note that presenting to a live audience can take a little longer than during a rehearsal.

It is important to adhere to the time schedule: 25 minutes in total per presentation (in example 20 minutes speaking time and 5 minutes question time).

Poster Presentations

The poster sessions will focus on interaction and informal exchange of ideas and discussions between participants. All on-site poster presenters have in total 60 minutes to present their work during the poster session, including time for questions. However posters will be on display during all day of presenting. This should be mounted between 08:00 hrs and 09:00 hrs (TBC).

What to Prepare?

A0 Poster (Printed) using mandatory [Poster Template PDF](#) or [Poster Template PPT](#).

In order to obtain a design for your poster which aims to generate active discussion it is recommended to:

- Include the paper reference (abstract number) and presentation title on your poster;
- Place the highlights at eye level (i.e. the upper half of the wall element);
- Divide each poster into at least three equal columns for readability of text. Illustrations may extend over 2 or 3 columns;
- Text and Character Size:
    - Word-process all text (including captions) and print on a plain light coloured background.
    - Use a minimum font size of 18 points. (Text should be readable from 2 meters away.)
- Illustrations:
    - Should have a resolution of 300 dpi to be suitable for printing on A0.
    - Should be placed large enough on the poster so it is readable from five feet away.
- Poster Format:
    - The maximum allowed paper size is A0.
    - There is one (1) poster board available per presentation; you are required to use 'Portrait' layout for your poster.

Please be very careful that your presentation is scientific and not commercial. In addition, the company logo or trademarks are allowed only in small size on the poster.