



ONSITE ORAL PRESENTATION GUIDELINES

GENERAL NOTES:

- Every session will be chaired by two experts, who will introduce each presentation with the full title of the talk and the speaker's name and affiliation.
- Please refer to the programme on the conference website to identify your presentation details: <https://www.dietaryfibre.org/programme>
- Please take note of the date and time of your presentation.
- Speakers are kindly asked to consider that the time slots in the conference programme include **5 minutes** for **questions**. The session chairs are asked to ensure that speakers adhere strictly to their allocated time slot and will signal you 2 minutes beforehand that the presentation should be finished.
PLEASE NOTE: Session chairs will be instructed to stop your presentation when you exceed your allocated time.

SHORT ORAL PRESENTATIONS:

Speakers of Short Oral presentations are also required to **prepare a poster**. The **5-minute presentation** should provide an overview of the poster's key messages and highlight the main aspects of the work.

There will be no Q&A following the Short Oral presentations; Presenters should plan to use the full 5 min for their oral presentations, and attendees will have the opportunity to discuss the work with presenters during the poster session.

THE ORGANISERS WOULD BE VERY GRATEFUL IF YOU COULD PAY PARTICULAR ATTENTION TO THE FOLLOWING:

- Speakers will be required to submit their presentation by email to office@icc.or.at anytime or latest on-site on 6 October via USB-Stick at the registration desk. Technicians will be available to assist with this process. Presentations will be projected from a conference room computer.
- Presentations should be prepared in MS Office PowerPoint min. version 2007. Please avoid embedded videos in your presentation. If this is not possible, then please also bring/send the video files (youtube) separately so that it can be checked beforehand. **All PowerPoint presentations must be in the 16:9 ratio format.**
- Speakers should make sure to be in the plenary room at least 10 minutes before the start of the session.
- Speakers will be asked to make their presentation available in PDF format for the participants after the DF26, published on the DF26/ICC website. If preferred, an adapted version for publication may be provided to the Conference Secretariat.

Please fill in the Presentation Release Form and return it to us.

THANK YOU!



PRESENTATION RELEASE FORM

1. My presentation consists of original content solely developed by me and, where the content is not original, I have obtained all necessary permissions and consents from the relevant copyright holders where appropriate, I have acknowledged the sources.
2. Nothing in my presentation will breach any duty of confidence or be defamatory or blasphemous.
3. I acknowledge that ICC confirms that any use of my presentation, the slides or the recording will be in line with its charitable objects of the encouragement of the study and the advancement of the science.

☐ I give ICC permission to upload the slides of my presentation as a PDF file on the conference/ICC website. In case I prefer to release a modified version of my presentation, I will provide this within one week after the event.

☐ I do not wish my presentation slides to be uploaded to the conference/ICC website.

By signing this form, I agree to the above terms.

Full Name: _____

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