



PRESENTER GUIDELINES

- All rooms are equipped with a "computer" with USB port.
- Presenters have to prepare your presentation in PPT or PDF format (functionality for other file formats cannot be guaranteed)
- The slot for each presentation is 8 minutes + 2 minutes (Q&A) + 1 minute (shift). A session chair will be assigned to coordinate the session and ensure that these time limits are fulfilled.
- We recommend that speakers provide information and presentation file via the link: <https://forms.gle/FJnCK4txuvMR8Ayv7>
- Make sure to be on time before the session starts. **Arriving 5 minutes earlier is strongly advised** to check that the presentation is displayed correctly, etc.