Oral Presentation Guidelines

- Each presentation will be strictly timed. The limit for each presentation is 12 minutes (with the chair notification at the 11th minutes), followed by a 3 minutes Q&A.

- The schedule of each session will be published beforehand; however, ALL the session presenters should report to the session chair before the starting time to provide their biography and to confirm that their presentation file is copied and is functioning properly. Failure to do this may result in presentation file functionality issues.

- Please minimize the embedded media (audio or video). If needed, have all the required media in the same place of your presentation file, on a USB Flash Drive. There will not be an internet access on the session's computers to download the presentation files.

- The operating system of computers in Session room is Microsoft Windows. Thus, we strongly ENCOURAGE participants to use PPT or PDF format when they upload/bring their presentation. If your file need any specific software such as Adobe Flash Player, etc., please let the conference organizing team know before the conference date.

Submitting Your Presentation Early

Advance Submission: THIS SERVICE WILL BE AVAILABLE until April 12th.

Speakers will receive an email with instructions to submit their presentation online. Please make sure to upload all media files required for your presentation. Any necessary video or audio files not included in your online upload folder along with your PowerPoint file, will cause your presentation to fail in the meeting room. The advanced submissions will be tested prior to the conference date and the authors will be notified in the case of issues. Although submitting in advance is not required, it is strongly encouraged.

During Your Presentation

Each meeting room will be staffed with a technician who will assist with starting each presentation. Once the presentation is launched, the speaker will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard or a pointer.