

## ORAL INSTRUCTIONS FOR PRESENTING AUTHORS

### Oral guidelines

1. Presenters are allocated 10 minutes to deliver their presentation, with an additional 3 minutes for a Q&A.
2. The Congress program is full, so we request that all presenters adhere to the schedule.
3. The presentation file should ideally contain approximately 10-12 PowerPoint slides based on the allocated presentation time. You are responsible for the content of your presentation.
4. All presenters are required to submit their presentation file on a USB memory stick during registration on the first day of the congress or at least one day prior to the day of their session.
5. A technician will be available at the Speaker Preparation Desk to assist speakers to upload their presentations. **Powerpoint files must be named with the presenting authors family name and first name.**
6. Please note that it is not possible to use your own computer for your presentation.
7. Prior to your session, it is important to meet with the chairperson 15 minutes early in the allotted venue to familiarize yourself with the set up.
8. Suppose your presentation contains links to video files. You must bring not only your PowerPoint file but also your video files to the operator. All videos linked to PowerPoint slides must be checked to ensure proper functioning.

### IMPORTANT

- Presenting authors of orals must upload their presentations at our Speaker Preparation Desk at the Congress at least one day prior to their session.
- Those presenting on Tuesday, 19 September can upload their presentation after the field excursions on Monday, 18 September, between 5pm and 7 pm at the Registration Desk at the CTICC on Level One (Ballroom East) or at 7am on Tuesday, 19 September before the Congress commences.