

ORAL PRESENTATION RULES

Authors need to be aware of the following guidelines regarding their oral presentation:

I. PREPARATION:

- Use the provided **Presentation Template** when making the presentation. Enter the required information in the first slide (title and authors) as instructed. After the first slide, authors can create the rest of their presentations according to their creative preferences.
- Limit the presentation to up to **30 slides maximum**, or **up to 15 minutes** of presenting.
- Practice using more **visual aids** (pictures, tables, graphs, etc.) and **avoid** using large blocks of text (or whole slides of text), especially in consecutive slides.

II. DELIVERY

- After completing the oral presentation, the corresponding author should submit a copy of it to the Congress Team at the 'Submit Presentation' button, at the **latest by the 15th of May**.

III. PRESENTATION

A). **Before presenting** - before it is time to present, the chair of each session will invite the designated presenter to the stage to conduct their presentation (except when the chair is presenting, in which case the first co-chair will announce the chair as the speaker). All presentations will be placed in a single laptop folder, on the laptop desktop, organized by Congress Day, with the number and name of the presenter.

- *Authors can see at what time slot (day and session) their oral presentation is scheduled by checking the Congress Oral Program.*

B). **Presenting** - Presenting should revolve **ideally around 15 minutes**, to offer the audience sufficient time to pose questions to the presenter. If the presenter oversteps their time, their presentation will be cut short by the chair of the session, according to the moderating protocol.

C). **Questions** (by the audience) - After presenting, the chair will open the floor to the audience for questions to be posed to the presenter, which should last no more than 5 minutes. If there are more questions, the chair must inform the audience that those questions can be placed to the speaker at the official coffee or lunch breaks.

- *After finishing their presentation and answering the questions of the audience, within their dedicated time limit, the presenter can take their seat again.*