



## Guidelines for Oral Presentations

### Keynote Presentations

The two Keynote talks will be presented during the opening session on Monday, 22<sup>nd</sup> May. They are allocated thirty minutes each, with five minutes for questions.

Keynote presenters should aim to be in the auditorium from 8:15am.

### Designated Oral Presentations

Papers designated for oral presentation at ISR-17 will be presented during plenary sessions identified in the Block Programme, which can be viewed on the symposium website.

Presenters should aim to speak for 15 minutes, with 5 minutes for questions. Session chairs (see below) are asked to terminate any presentations that go beyond twenty minutes.

Documentation provided to participants as they register on 21<sup>st</sup> May will contain a full programme with details of all papers being presented at the Symposium. Please consult this to identify the session and time of your presentation.

Material for oral presentations should be in either Microsoft PowerPoint or pdf format and should be made available for uploading to an EPFL laptop when you register. Your presentation must be downloadable from a USB memory stick. Importantly, please use your allocated four digit identifying number in the title of the file containing your presentation. You may also wish to include your surname in the title: e.g. *A108\_dpa\_presentationSMITH.pdf*. Pls contact the Symposium organisers if you need help with this.

For PowerPoint presentations, authors should not assume that the fonts used in their presentation will be available on the Symposium computers. Presentations should be prepared with embedded fonts.

### Session Chairs

Two Session Chairs are assigned to each oral session and they will be supported by an audio-visual technician provided by the SwissTech Conference Center. Together they will be available in the session room 15 minutes before each session. Please make yourself known to the session chairs during this time so that they can confirm your presence and readiness and to assist you in resolving any problems that may be encountered. It is important to allow sufficient time for a demonstration of the use of the equipment.

Please contact the symposium organisers if you have any questions.

Thank you,

ISR-17 Organising Committee