



GUIDELINES FOR ORAL PRESENTATION – CIE 2018

General

- Please, pay careful attention to these guidelines which are intended to assist you by providing all instructions you may need.
- Inform the CIE Central Bureau immediately of any changes in title, presenter or mailing address.
- Allow ample time between your arrival and the time of presentation. The programme is tightly scheduled and it is impossible to delay presentation of any scientific paper.
- Upon arrival at the conference venue, please check whether any changes in date, time or hall of your presentation have possibly occurred.
- Identify yourself to the session chairperson 10 minutes before the session. Follow the instructions of the chairperson strictly, especially regarding the time allotted for your talk.
- Authors are requested to prepare the presentation in PowerPoint (either ppt or pptx). Please make sure that the file name includes the talk number (OPxx or PPxx).
- **Authors scheduled to present on April 26** are requested to upload the presentation file on a memory stick at the **secretariat room (Swan, 3F)** in the **morning of April 26 between 08:30 and 12:00**.
- **Authors scheduled to present on April 27** are requested to upload the presentation file on a memory stick at the **secretariat room (Swan, 3F)** in the **afternoon of April 26 between 13:00 and 16:30**.

PowerPoint Presentations

Only equipment for PowerPoint presentations will be available.

Any laptop/computer presentations have to be installed on the provided laptops. NO private computers will be allowed to be used for the sessions.

Preparation of your Presentation

- Keep data on each PowerPoint slide simple (better divide it into several slides than to crowd one).
- Use large, legible letters.
- Avoid commercial reference. Advertising of products is prohibited.
- Please ensure, that all data is on the USB stick (e.g. embedded video files, extra fonts, special graphs/drawings/pictures)

WE THANK YOU IN ADVANCE FOR PRESENTING YOUR LECTURE AT CIE 2018!