



Instruction for Presenter

Preparing for Presentation:

- The standard equipment will be provided for each oral presentation: Notebook with Windows 7, MS Office 2010 (including PowerPoint), USB port, and audio system.
- Please do bring your own laser pointer if you wish to use this device.
- It is recommended that you do not use your own laptop to present your material, unless you intend to use alternative presentation software (i.e. not PowerPoint).
- For Apple Mac Users, please convert your presentation to PowerPoint if it is prepared on a Mac.

Before the session:

- Make sure you know which session and the venue of the session.
- At the conference, arrive at the room of the session at least 10 minutes prior to the start of the session.
- Please bring your usb stick and upload the presentation slides to the Notebook provided and check that your presentation is correctly loaded.
- Alert any of the Technicians/Secretariat (Yellow Name Tag) of problems with visual and audio aids.

During the session:

- Each presenter has 15 minutes for their presentation and 5 minutes for questions.

After the session:

- You will receive the certificate of participation.