



## **Presenter Instructions**

Please view the latest updated programme on the website to confirm your session date and time:

### **Presentation Time:**

You are allocated 20 minutes for your presentation followed by a 10-minute Q&A session.

### **Adherence to Time:**

Please adhere strictly to the allocated time for your presentation to maintain the conference schedule.

### **Presentation File Submission:**

Presenters are required to submit their presentation file on a USB memory stick during registration on the first day of the conference or at least one day prior to their presentation.

### **File Name and Assistance:**

All PowerPoint files must be named with the presenting author's family name and first name. A technician will be available at the Speaker Help Desk to assist you in uploading your presentation.

### **Arrival Time:**

Please ensure that you arrive at your session venue at least 15 minutes prior to your scheduled presentation.

## **Session Instructions**

Please note the session chairperson instructions:

1. Please meet the presenters in your session 15 minutes prior to your session commences in the allocated venue.
2. Please start the session by introducing yourself and welcoming the delegates.
3. Timekeeping: Keep a close eye on the schedule to ensure each presentation adheres strictly to the allotted time.
4. Introduce Speakers: Briefly introduce each speaker, including their name and affiliation.
5. Presentations are 20 minutes with 10 minutes allotted for questions after each presentation.
6. Moderate Q&A: Manage the question-and-answer session after each presentation, ensuring questions are concise and relevant.
7. Keep the Session on Track: Politely remind presenters if they exceed their allocated time, and signal when it's time to wrap up.
8. Every effort will be made by the organizers to confirm that all the presenting authors are present and have uploaded their presentations prior to the session.