

FREE PAPER SESSION GUIDELINES

SPEAKERS AND MODERATORS

Please check the **Interactive Programme** on the Congress website for details of session times and lecture halls: [Congress Programme](#)

PRESENTATION GUIDELINES

FP Free Paper

5-minute presentation for each Free Paper + 1 minute for discussion.

Maximum number of slides allowed: 11 slides (10 presentation slides + 1 introduction slide)

Important: Please note that presentation time is strictly limited, no exception.

At the end of your allotted time, the AV system will be switched off. A countdown timer will be placed in front of the lectern—please monitor it closely.

TEMPLATE (OPTIONAL)

You may optionally use the official Congress template to prepare your slides. Download it [HERE](#).

IF YOU ARE A SPEAKER / PRESENTER

- Presentations must be prepared **ONLY in PowerPoint** and provided on a USB-removable drive (any other type of presentation such as keynote must be converted into PowerPoint beforehand).
- The use of personal laptops for presentations in the session is strictly prohibited.
- Presentations cannot be delivered directly to technical staff in the lecture halls.
- Speakers should deliver and view/check their PowerPoint presentations at the **Speaker's Preview Room** at least **2 hours prior** to the beginning of the respective session for organizational reasons.
- Please locate your session room in advance and arrive **at least 15 minutes before** the start of your session.
- Technical staff in the Speakers' Preview Room will assist with uploading your presentation.
- Presentations will be transferred from the server to the session room electronically.
- Protection of copyright will be guaranteed, and the presentations will be deleted after the Congress.
- All presentations must be delivered live. Prerecorded or virtual presentations will not be accepted.

SPEAKERS' PREVIEW ROOM

- Location: **Ground Floor, Strasbourg Hall**, near the Technical Secretariat (right-hand side).

Opening Hours:

- Tuesday, September 2nd: 09:00 – 18:00
- Wednesday, September 3rd: 07:30 – 18:00
- Thursday, September 4th: 07:30 – 18:00
- Friday, September 5th: 07:30 – 13:00

IF YOU ARE A MODERATOR

- Locate your session room in advance and arrive **at least 10 minutes before** the start of the session.
- Review presentation times in the Interactive Programme. The Program with the timing and the abstract summary of each paper is available at the Congress website: [Congress Programme](#)
- Ensure speakers strictly adhere to the time schedule.
- The AV system will be switched off at the end of each allotted time. Hence pay careful attention to the countdown timer placed in front of the lectern and table.
- Time limits per presentation:
 - **FP – Free Paper:** 5 minutes
 - **SFP – Short Free Paper:** 3 minutes
 - **JAM – Just-A-Minute:** 1 minute
- Each session of Free Papers and Short Free Papers will be split into blocks of presentations; discussion will be held at the end of each block (approx. 3-4 papers in each block).
- The JAM sessions will be held during the coffee breaks of the Congress, at the Exhibition Area located on the 3rd floor of the venue.
- Each presenter must be ready close to the stage to start the presentation right after the preceding one is finished.
- Microphones for questions will be available in each session room.
- Audience questions: Participants - Audience in the discussion should not speak before they are recognized by the chair and must first clearly state their name, institution and country of origin.