

SCIENTIFIC SESSIONS GUIDELINES

SPEAKERS AND MODERATORS

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

IF YOU ARE A SPEAKER / PRESENTER

- **Presentation format:** Prepare your presentation **only in PowerPoint** (.ppt or .pptx). Other formats (e.g., Keynote) must be converted beforehand.
- Bring your presentation on a USB removable drive. The use of personal laptops during sessions is strictly prohibited.
- **Template (optional):** You may optionally use the official Congress template available here:
[Download Template](#)
- **Speakers' Preview Room:**
 - You must deliver and check your presentation at the Speakers' Preview Room **at least 2 hours before** your session starts.
 - Technical staff will assist you with uploading your presentation.
 - Presentations are transferred electronically to session rooms.
 - Copyright will be protected, and all presentations deleted after the Congress.
- Arrive at your session room at least **15 minutes before** your session begins.
- All presentations must be delivered live. Prerecorded or virtual presentations will not be accepted.
- **Presentation timing:**
 - Presentation time is **strictly limited**, no exceptions.
 - A countdown timer will be visible at the lectern.
 - At the end of your allotted time, the AV system will be switched off automatically.
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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

- Arrive at your session room at least **10 minutes before** the start of the session
- Review presentation times in the Interactive Programme. The Program with the timing and is available at the Congress website: [Congress Programme](#)
- Ensure all speakers keep to their allotted time. The AV system will be switched off at the end of each presentation's time.
- Each speaker must be ready near the stage to begin immediately after the previous presentation ends.
- 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.
- Keynote lectures and Plenary Lectures: there is no discussion, you just need to introduce the speaker.