

Instructions and Practical Information for Presenters

Please take a moment to review the following information to ensure your presentation runs smoothly:

- **Conference Programme**

Please check the [conference programme](#) to ensure you have the most up-to-date information on the exact day, session, and room of your presentation.

- **On-site Support**

Each room will have a session moderator and/or a volunteer to assist speakers with technical questions, and audience interaction.

- **Chairs**

Each session (except for the Symposium) will have a designated chair who will introduce speakers and ensure that the session runs according to schedule. The chair will moderate questions and discussion following each presentation and help facilitate audience engagement. They will also assist in maintaining a smooth and professional flow throughout the session.

- **Technical Equipment**

All session rooms are equipped with standard audio-visual facilities, including a computer and projector. Presenters are kindly asked to **bring their presentations on a USB drive**.

Presentations will be uploaded to the session room computer during the break preceding each session.

Please be sure to arrive at your session room on time to meet the moderator and chair, to upload your presentation and check that your slides are working properly.

- **Oral presentations**

To ensure the smooth running of the programme, presenters are kindly asked to adhere strictly to the allocated 20-minute time slot ((20 min = 15-minute presentation and 5-minute Q&A).

- **Poster Presentations**

Please carefully review [the poster presentation guidelines](#) and ensure that the posters comply with the specified requirements.

- **Workshops**

To ensure the smooth running of the programme, presenters are kindly asked to adhere strictly to the allocated 40-minute time slot, including all activities and discussion.

Presenters are encouraged to use practical activities, demonstrations, discussions, or hands-on exercises that allow participants to experience the approach, method, or tool being presented.

Handouts and supporting materials may be distributed if desired; however, presenters are responsible for printing and bringing any materials needed for their workshop.

- **Symposium**

The session should be coordinated as a coherent whole, with sufficient time allocated for discussion and audience engagement. The symposium coordinator is responsible for coordinating all speakers, managing the overall flow of the session, and ensuring that the programme remains within the allocated time. Presenters are kindly asked to adhere strictly to their agreed presentation times to allow adequate opportunity for discussion.