ORAL PRESENTATION GUIDELINES

Before preparing your oral presentation and before coming to the 23rd ESPACOMP Conference, please take a few minutes to read the following guidelines.

For your Presentation

- All presentations and questions must be delivered in English, the official language of the conference.
- The time reserved for your presentation is stated in the programme and includes 5 minutes to respond questions from audience. The chair will monitor that you strictly adhere to the foreseen time frame.
- During the opening of your talk, please mention if you have **any conflicts of interest** to declare.
- No specific ESPACOMP template is required for your presentation. You are free to use any presentation template.

Presentation Formatting

Please make sure your presentation is in a compatible format. Please prepare your presentation preferably using PowerPoint version **2013** or **2016**. Please avoid using KeyNote. The on-site computers will handle Windows versions of PowerPoint only. There will be Windows Media Player 12 installed for your potential movie file.

Supported file types:
- **Presentation:** TXT, DOC, XLS, XLSX, PPT, PPA, PPTA, PPTX, PDF
- **Video:** AVI, MPG, MKV, MP4, WMV
- **Audio:** WMA, MP3, WAV
- **Pictures:** JPG, GIF, BMP, TIF

The format of the screens to be used is 16:9.

Do not forget, when saving your final presentation on a USB, to make sure that you include your video files (if any) and all links to any multimedia files. Virus scanning in advance is desirable.

Depositing your File

Your presentation must be handed over to personnel on a USB stick in the directly in the lecture room as far in advance as possible and **one hour BEFORE the beginning of your session AT THE LATEST**.

In the Lecture Room

In the lecture room, you will be assisted by a hall assistant who will show you how to operate your presentation, remote control etc. When the presenter ahead of you takes the stage, please be ready to take your turn afterwards.

Please, do NOT come at the last minute with your own computer, you will NOT BE ABLE to connect it. **All presentations must be downloaded beforehand.**

Lecture rooms will be accessible 30 minutes before the programme starts.

Storing of PPT Presentations

Please note that all presentations delivered during the ESPACOMP 2019 may be published on the ESPACOMP website. Presentations will be available to ESPACOMP participants only. Publication depends on your authorisation provided by email after the conference. The presentations on-site will not be video recorded.