

## INSTRUCTIONS FOR SPEAKERS

### 1. PRESENTATION FORMAT

All rooms are equipped with a computer and a projector. Speakers must bring their presentation in PowerPoint (or a compatible format) or PDF.

Only computers belonging to the organization can be used, so that speakers will not be able to use their laptops for the presentation.

Speakers must upload their presentations before the session up to **30 minutes before the start of the session**.

In each session there will be a member of the organization to give support with uploading the presentations and/or if any matter shall arise. The support team is identified with an organization tag.

### 2. DURATION OF THE PRESENTATION

Each speaker has a maximum allowance of **15 minutes**. The presentation will be followed by 5 minutes of general discussion with the audience.