



General instructions for Oral Presentation

Conference ICCRT 2016, has 7 sessions will be approx. 90 minutes long. Each session will typically consist of average 4 Oral Presentations (15 min. / Presentation) and Keynote Speakers.

ICCRT 2016 will enforce a “non-commercialism” policy. No presentations containing advertising will be allowed at ICCRT2016. Please use your company or university logo and name only on the first slide.

Language

The official languages are French and English. Speakers can choose either of them to present their work. However, the language generally used is English. No translation will be provided during the sessions.

Equipment

Oral presentations should be only presented by PC (**PowerPoint** etc.). All speakers are requested to use their own laptop PC: either Windows or Macintosh. The Conference room is equipped with a video projector and sound system.

Speakers are recommended to bring their presentation data by a USB memory stick as a backup. The electrical supply is 220 V. Speakers are responsible for transformers and plug adapters.

Speakers registration

All speakers are requested to check in early and receive their badges and other essential conference materials at the Registration Desk. The badge is required for all the ICCRT activities.

PowerPoint slide preparation

Each speaker will have 15 minutes for presentation (max 12 min slide presentation and 3 min.for closing or Q/A). To avoid compatibility problems and to allow the audience to view the slides easily, Organizer ICCRT2016 strongly recommends the use following instructions for editing PowerPoint slides:

Font Character: Times New Roman or Arial, Style - Regular

- For content, please do not use a font size smaller than 18 points
- Use dark background and light letters (these can be reversed for printing purposes where necessary)
- Always use landscape paper format for your presentation. Do not use portrait paper format

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Oral presentations

All speakers have to meet in the room at least 15 minutes prior to the beginning of the session, in order to check their laptop with the equipment on the podium before the session starts.

Due to limited time, the introduction for each speaker will be very brief.

Please start your presentation considering the following recommendations:

- Start immediately on the topic and introduce yourself.
- Keep your talk ritm, as scheduled ending time.
- Be aware of organizer's instructions. Before 3 minutes remain to end speech, will be warning sign and start concluding your presentation.
- During the time for discussion, listen carefully to the questions from the audience and answer them briefly. If you cannot answer the questions briefly, ask for a private discussion after the session.