

Instructions for ORAL Participants

Check for the session and time of your presentation in the final program. Be aware of the room for the session (up to three parallel sessions being held).

1. To avoid disruption during the sessions and minimize disappointment with any equipment. Hand over your presentation to the hall in charge during the tea or lunch break before your session.
2. **We ask you to make a thorough test BEFORE the sessions start.** At least come to the session location 15 minutes before it begins to check your equipment. The session rooms will be available before and after the talks, during all the breaks and lunch. Be ready to use the organization's PC. The Session Executive will assist you.
3. Every room will have a data projector (standard HDMI connection), a screen, and a computer with up-to-date PowerPoint.

Allotted time for presentations:

- Expert Speakers: **30-minute slots**, please include at least 5 minutes for discussion;
- Contributory Presentations: **15-minute slots**; we recommend leaving 3 minutes for discussion.

Recommendations for handling videos:

- Videos should preferably be in MP4 format - use a standard codec;
- Video files should be placed in the same folder as the presentation file;
- Automatic play is recommended for videos embedded into presentations.

Instruction for POSTER participants

1. Poster presenters are invited to attend the **poster party on the afternoon of December 5th, 2024 (16:30-17:30) and December 6th 2024 (16:30 – 17:30).**
2. Posters should remain visible throughout the conference, especially during coffee breaks and free time, to promote new discussions. *Authors are thus asked to display their posters before 5th December 2024 noon and remove them before 7th December 2024 noon.*
3. Posters will be displayed on panels of **95 cm wide**. They should be printed in **A0 format in portrait** (84.1 cm wide x 118.9 cm high). In any case, please ensure that your poster will not exceed a width of 95 cm.
4. The organizing committee will allocate each poster a specific location and a reference number.