

### **Instructions for oral presentations**

- for better management of the time, you are kindly asked to be present in the session hall, at least 10 minutes before the session beginning, to meet the session chair and provide the presentation (PowerPoint or PDF on CD or memory stick) to the volunteer responsible for logistics;
- the time allocated for each paper is: 1 minutes for introduction by the session chair (the session chair will read the biography from the paper), 12 minutes for presenting the paper and 2 minutes for discussions with the audience
- if you did not introduced a biography in your paper, please prepare one and provide it to the session chair before the session beginning;
- PowerPoint 2003 and Acrobat Reader 9 will be available. However, we advise you to bring with you a pdf version of your paper or a kit prepared with PowerPoint following the “File - Package to CD” path.