



## GUIDELINES FOR SPEAKERS

The Organising Committee of **ISCFS Congress** will do its utmost to help authors with their presentations.

**Please take a few minutes to read the following guidelines regarding the on-site organisation of the meeting for the smooth running of the sessions.**

**A speakers' preview room** will be installed in **room 131 on the 1<sup>st</sup> floor of the *Maison de La Chimie*** (follow signage on site). In this room we will be able to:

- Coordinate and ensure the overall smooth running of the congress sessions,
- Follow the general schedule of the sessions,

### **ORAL PRESENTATIONS**

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All speakers are requested to use the **PREVIEW ROOM**, which can be accessed once you have picked up your badge at the Welcome desk

Each speaker should also **double check the time of their session in the final programme** to verify if it has been altered.

We kindly ask you to keep **the time limit in mind** (and remember to save time for discussion)!

Speakers are entirely responsible for the loading and the pre-projection of their computer assisted presentation, using the equipment made available by the organisers. The order of the presentation in the session will be checked by team and speaker.

**A lot of 3 min presentations will be presented: please read carefully the advices at the end of this document**

#### **Presentation (Power-Point style):**

To avoid delays caused by switching on computers on the platform, booting up computers and potential compatibility problems, the Organising Committee has made available to speakers the standard A/V system used in the convention sector. There will be a master computer in the meeting room and to ensure smooth transition between speakers and appropriate technical support, the Organisers request that speakers do not connect their own laptop. **Every speaker has to go to the Preview room beforehand to provide his/her PowerPoint presentation. (NO LAPTOP DIRECTLY AT PODIUM).**

#### **Official Language:**

The official language of the Congress is English, which means that **all presentations and questions must be delivered in ENGLISH.**

#### **Format - Presentation:**

Only Presentations for PC's (Windows latest versions) and PC's compatible (to avoid problems of compatibility between PC's and MAC, please use fonts compatible with both PC's and MAC) will be accepted, (no UNIX).

Your presentation should be saved in the .pdf or .pptx format only. Other formats will not be accepted.

- If you have pictures, they must be under the following format: .jpg, .png, or .gif, format (.pict not allowed).
- If you have video files attached to your power point presentation, they must be in the following format: .mpg, .mpeg, .avi, .wmv, mp4 or .mov and must be saved in the same folder as the presentation.

When **saving your final presentation on a USB stick**, make sure to include your video files and all links to these multimedia files.



**Depositing of file:**

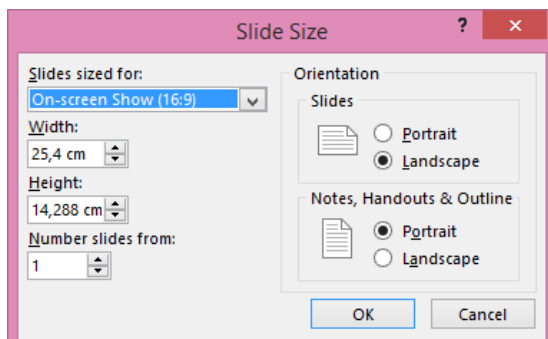
- Your computer file must be handed over to the staff of the **PREVIEW ROOM**, either on a memory stick or a hard drive, as far in advance as possible and **ONE AND A HALF HOUR BEFORE** the beginning of each session **AT THE LATEST. The presentation for an early morning session should be handed over the evening before.**
- In the **PREVIEW ROOM**, you will be assisted by a technician, who will help you to transfer your presentation to the internal network. You will also be able to review your presentation and to verify that it has been transferred correctly to the network.
- The opening hours of the PREVIEW ROOM during the Congress will be:

Sunday, September 15, 2019	from 16:30 to 19:00
Monday, September 16, 2019	from 07:30 to 19:00
Tuesday, September 17, 2019	from 07:30 to 19:00
Wednesday, September 18, 2019	from 07:30 to 19:00
Thursday, September 19, 2019	from 07:30 to 19:00

- All presentations will be considered as confidential by our staff and erased at the end **unless specified otherwise with due authorization (Video Service possible)**

**In the Meeting room:**

- **PLEASE SEAT ON ONE OF THE RESERVED CHAIRS IN FRONT OF PODIUM 15 minutes BEFORE YOUR PRESENTATION IS SCHEDULED (to avoid lengthy transition between speakers)**
- Your presentation will be sent directly to the meeting room through the internal computer network of the venue. The PC on the lectern is programmed in 16:9 and is linked to a video-projector
- Once the presentation is launched, you, the speaker, will control the program. By clicking on the mouse, your computer assisted slides will go on as usual.
- **Please, do NOT come at the last minute with your own laptop to the meeting room: you will NOT be able to connect.**
- **SPECIFIC NOTE FOR 3 MIN PRESENTATIONS:**  
 Short presentations may be seen as frustration but be aware that a well presented 3min has a much higher communication impact that a standard longer one.  
 We recommend the following advices:
  - o START WITH YOUR CONCLUSION
  - o THEN DEVELOP LIGHTLY (NO INTRODUCTION, 1 slide for METHODS, 1 slide for RESULTS, TAKE TIME TO EXPLAIN YOUR RESULTS)
  - o CONCLUDE AGAIN
- In the best, this will stimulate delegates to look for and read your complete abstract.



**Presentations must be displayed in 16:9.**