



- INFORMATION FOR ORAL CONTRIBUTIONS FOR BOTH MEETINGS -

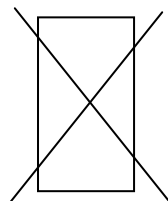
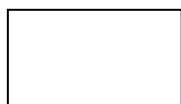
- ❑ The lecture halls are equipped with **PC projection facilities only**.
To avoid technical problems, please be aware that your own laptop cannot be installed; bring your presentation on a disc, CDROM or memory stick.

- ❑ In preparing your presentation, please consider the following:

- Your presentation has to be formatted horizontally.

YES

NO



- Remember the dictum "less is more": do not overload your slides with secondary information.
 - To obtain clear slides, consider the differences between the size of your office and that of an auditorium for 1000 people. The attendants sitting in the last row also have the right to read the contents of your slides without any problem. Test your slides on readability.
 - Test facilities will be available in the room of the Organizing Committee.
- ❑ Meet the chairperson 20 minutes prior to the beginning of your session and give the projectionist your slides, disc, CDROM or memory stick. Acquaint yourselves to the microphone and pointer.
 - ❑ Do not use more time than is scheduled in the program: 25 min or 20 min for a plenary lecture; 15 min for a keynote lecture. Because of the parallel sessions, your session chairman will stop your lecture if you run in overtime.