



IN-PERSON SPEAKER GUIDELINES

SPEAKERS PREVIEW ROOM

A speakers' preview room is available at the **room Waikoloa 1** and is open at the following hours:

Tuesday 20 September 2022	13:00 - 19:00
Wednesday 21 September 2022	06:45 - 19:00
Thursday 22 September 2022	06:45 - 19:00
Friday 23 September 2022	06:45 - 15:00

Lecturers should deliver their presentation at the speakers' preview room **at least 2 hours prior to the start** of the session.

For sessions starting at 08:30, the PowerPoint presentation should be delivered on the previous day, before 19:00 in order to avoid any delay.

To upload your presentation on the computer provided in the Preview Room please follow the folder structure: **/day/room/am-pm/session**. Please make sure you copy your presentation to the proper place. If you have video in the presentation or have difficulties with uploading, please ask help to the onsite technicians.

PRESENTATION FORMAT

Power Point™ compatible with Microsoft Office 2016. **Recommended format is 16:9.**

ELECTRONIC SUPPORT

USB only

Videos should be included in your PowerPoint Presentation or at least be in a format that is supported by Windows Media Player. Lecturers are asked to keep their presentations within the given time limits. This is of utmost importance to preserve the session and programme schedule!

In case of using your own laptop, please advise the technicians in the speakers preview room. They will assist you in preparing for this in the lecture room where your presentation will be held.

If you use a Mac computer, please make sure to bring your VGA - HDMI adaptor – no adaptor will be available.

It is also recommended that you bring your own laptop as a back-up.

SESSION START

Please locate your session room in good time and be there at least 10 minutes prior to the start of the session.



VIRTUAL SPEAKER GUIDELINES

PREPARE THE RECORDING OF YOUR PRESENTATION

We kindly remind you that, to ensure smooth running of your session, we strongly recommend that you send a pre-recording of your presentation.

The absolute deadline to provide your recording is **Monday 22 August 2022, 23:59 (CEST)**.

Please review the guidelines to prepare your slides and recording, by clicking on the link here below:

<https://b-com.mci-group.com/Download.axd?FileID=92067551-47d7-48ee-8905-d7a80a6f77f5>

LIVE SESSION ATTENDANCE VIA ZOOM

On the day of the meeting, you will also be requested to attend in live via Zoom to answer questions from the audience.

Your schedule has been sent in your logistical invitation letter. You may reach out to Candice Gabay candice.gabay@wearemci.com if you have any queries about this.

Please ensure you adhere to the specific timings allocated and not go over these!

CO-CHAIR GUIDELINES

Please locate your session room in due time and be there at least 10 minutes prior to the start of the session.

It is the chairs' responsibility to **start the session on time** and that **overall session time is kept** (no extension!). This is of utmost importance to preserve the programme schedule.

Should a speaker not arrive for his/her presentation, please fill in the additional time with discussion or take a temporary adjournment and continue with the next presentation at the scheduled time advertised in the Final Program.

All presentations should be in English. Please speak slowly and clearly to help those who are not of English mother tongue.

There are microphones on the tables in each session room to facilitate the discussion. Please ask the audience to use them so that everyone can hear the questions.

At the beginning of the session, please ask the audience to turn off all mobile phones and pagers.

For safety and security reasons, no-one will be allowed to stand in the back of the rooms.