

## **GUIDELINES FOR INVITED SPEAKERS**

**Important notice: Invited Speakers and Oral presenters are required to use a Disclosure Slide as the second slide of their presentation. The template can be found by clicking [here](#).**

### **Technical requirements and instructions for presentation:**

Please check the congress programme book for the location of the Speakers' Ready Room in the venue. Due to a high number of oral presentations in the programme, the Speakers' Ready Room will be very busy. Please come to the Speakers' Ready Room when you arrive at the Congress Venue (or at least one hour prior to the lecture) in order to assure enough time to load your presentation.

In the Speakers' Ready Room, you will be able to check and rehearse your presentation.

- Please make sure that all fonts, images, animations and sounds appear as expected in your PowerPoint presentation.
- On presentation mode, your text should be large enough to be easily readable. The slides should not include multiple rows of text in small font.
- Your PPT will be made available in the lecture hall via computer network.
- Qualified technicians are ready to help you upload your presentation in the Speakers' Ready Room.

### **During your presentation:**

The session hall will be staffed with an AV technician who will assist in starting each presentation.

From the lectern you will be able to remote control your presentation using a computer mouse or up/down/right/left keys on a keyboard



- Please stick carefully to your allotted time. Chairpersons have strict instructions to interrupt if you exceed the allocated time slot. A digital timer will be visible to assist with time keeping.
- Please leave enough time for question and a discussion at the end of your talk.
- Maintain eye contact with the audience while presenting slides.
- We encourage more audience interaction where this is appropriate.

**Please note:**

1. **Invited Speaker Presentations:** Unless otherwise noted, invited speakers will have 30 minutes for presentation (this allotted time should include a few minutes for Q&A). Please check the programme book timetable or the Mobile App for the exact scheduling information.

Thank you for your participation  
EAPS 2016 Congress Secretariat

