

## Guidelines for Oral Presentations

### Oral Sessions

Oral presentations will take place in the **lecture halls Prague and Belvedere**. Please, review the Europt(r)ode X Scientific Program to confirm the date and time of your presentation. The program is available on the conference website.

### Uploading Presentation

Speakers are requested to bring their presentations on a CD or USB memory stick and preload them onto the laptop computer located in the lecture hall at least **30 minutes before the session begins**. Please, check that your presentation is working properly. Direct connection of personal laptops (with set up in the break prior to the session) is an acceptable but not preferred alternative.

### Equipment

The following **audio-visual equipment** is available in the lecture halls:

- clip-on wireless microphone,
- data projector,
- laptop computer,
- presentation controller,
- laser pointer.

The following **software** is available on the laptop computers: Windows Vista, MS Office 2007, Adobe Reader 9, Windows Media Player 11.

### Prior to Your Session

Before the beginning of your session, please, check in with the Session Chair to confirm your presence at the session.

### Length of Presentation

Please, do not exceed the allotted time for your presentation. The question time is **not** to be used for presentation.

Type of presentation	Length of presentation [min]	Time for questions [min]	Total allotted time [min]
<i>Plenary lecture</i>	50	10	60
<i>Invited lecture</i>	25	5	30
<i>Oral presentation</i>	15	5	20