



GUIDELINES FOR ORAL PRESENTATION - CIE 2012

General

- Please, pay careful attention to these guidelines which are intended to assist you by providing all instructions you may need.
- Inform the CIE Central Bureau immediately of any changes in title, presenter or mailing address.
- Allow ample time between your arrival and the time of presentation. The programme is tightly scheduled and it is impossible to delay presentation of any scientific paper.
- Upon arrival at the conference venue, please check whether any changes in date, time or hall of your presentation have possibly occurred.
- The presentation time will be 20 minutes (15 minutes presentation plus 5 minutes discussion). Due to the tight schedule we have to stick to this time restriction, and chairpersons will be encouraged to stop your presentation in case you exceed the time allotted.
- Identify yourself to the session chairperson 10 minutes before the session. Follow the instructions of the chairperson strictly, especially regarding the time allotted for your talk.
- Authors are requested to send their PowerPoint Presentation to hangzhou2012@cie.co.at by **September 9, 2012**.

PowerPoint Presentations

Only equipment for PowerPoint presentations will be available.

Any laptop/computer presentations have to be installed on the provided laptops. NO private computers will be allowed to be used for the sessions.

Preparation of your Presentation

- Keep data on each PowerPoint slide simple (better divide it into several slides than to crowd one).
- Use large, legible letters.
- Avoid commercial reference. Advertising of products is prohibited.
- In case you bring your PowerPoint presentation on a CD-Rom and/or a USB stick please ensure, that all data is on the CD-Rom / USB stick (e.g. embedded video files, extra fonts, special graphs/drawings/pictures)

WE THANK YOU IN ADVANCE FOR PRESENTING YOUR LECTURE AT CIE 2012!