



Participants: guidelines for your presentations

Due to the large number of submissions and our efforts to provide as many colleagues as possible with an opportunity to present, the duration for all presentation formats (Symposia, Workshops, Roundtables and Network Meetings) **has been set to a maximum of 60 minutes**. We kindly ask you to take this into account in your preparation."

Please use the attached PowerPoint and Poster Templates.

Oral presentation

Oral presentations (12+3 minutes) will be gathered into sessions of four speakers

Gimme 5 Presentation (60 minutes)

Gimme 5 sessions, in which every presenter has five minutes for a maximum of five PowerPoint slides. After each short presentation, a discussion of up to three minutes is added. Max. seven contributions are to be presented within one session.

Chairperson

The job of the chairperson (Oral Presentation, Symposium, Podium Discussion etc.) is to run each session smoothly and make it informative, interesting, and lively by facilitating excellent communication between the speakers and the audience, and keeping the time.

Please support your chairperson regarding this objective.

Guideline 1: Prepare yourself

Prepare yourself for the session and in particular for the discussion parts. Thus, you will always be aware of what to expect during the flow of the session and be in a good position to steer a lively and interesting discussion. Science does progress more through interactions, criticism, and questioning than by just an assembly-line type of paper delivery.

Guideline 2: Get to the venue early and make sure all facilities are working

Get to the venue well in time and make sure to know where everything is, like pointers, microphones, data projectors, and the computer/laptop, and introduce yourself to the assistant.



I'M ATTENDING BOOK YOUR PLACE & JOIN IN

Guideline 3: Introduce yourself to your chairperson and the other speakers

Introduce yourself to the chairperson and the other speakers before the beginning of your session.

Guideline 4: Do not let things overrun: time schedule and programme gaps

Timing is important to ensure that a meeting runs smoothly. Timing is particularly acute in view of multiple parallel sessions as many participants will want to switch between talks in different sessions and attend selected presentations. Also, right timing should enable participants to leave the session at the adequate time for lunches, coffee breaks, transportation, etc.

However, make sure you bring your own watch, so you can monitor time.

That's all for now.

Thank you for your support!

We wish you a great preparation and look forward to seeing you in Innsbruck.

Currently, we are expecting over 1.000 participants from over 50 countries worldwide, and we have received almost 800 abstracts. So, it will definitely be a great congress!

YOUR FEPSAC2024-TEAM