

Guidelines for oral presentations

Speaking time

The time slot for each presentation is **12 minutes**, plus **3 minutes** for Q&A; please adjust the length of your speech and the number of the slides to stay within the allowed time.

Beware! Session chairs will **strictly enforce** the respect of the schedule.

Language

The presentation must be prepared in English.

Power point presentation

- *Presentation format*

No specific layout is suggested. Nevertheless, please note that your power point presentation **must be compatible** with different office versions. For more safety, please have a .pdf version of your presentation as well (1 slide per page), to have another version to show if needed.

- *Presentation set-up*

Presentation must be loaded on the computer of the room congress well before the beginning of the session. Bring your presentation on a USB memory stick. Staff will be present in the room at all time during the congress to help you load and check your presentation. Please note that **it is not allowed to use your own laptop computer**.

Oral presentations

Please make sure to be in your room well before your session starts and introduce yourself to the session chairperson **before the beginning of the session**. Please follow carefully the instructions received from the session chairman, in particular regarding the speaking time allocated to you for your presentation.

Best oral competition

There will be two Taylor & Francis Book Awards for the best oral presentations at the Congress, in the amount of \$200.