

GUIDELINES FOR ORAL ONSITE PRESENTATION

Dear presenter,

We would like to ask you to take a few minutes to read the following guidelines regarding your presentation.

Each session will be organized in a conference room with chairs distributed as a theatre set-up. The conference room will be equipped with a projector, screen, laptop computer to run the presentation, and microphones for your use. Technical support will be provided. Please note that the speakers' computers cannot be connected for technical reasons.

Before the conference, you are kindly asked to:

1. Check the date, time, and length of your presentation in the conference program at <https://orghort2024.pl/Detailed-programme>. At the end of each session, there will be a Q&A discussion.
2. Prepare the presentation in one of the following formats: *.ppt, *pptx - (Power Point), *.pdf - (Adobe Reader), slide size 4:3. All presentations must be made and held in English. **Please ensure that fonts are large enough to be well visible to the audience (minimum font size should be 24 points).**
3. Upload your presentation until 15 September 2024 using the following upload link: <https://www.dropbox.com/request/oLXqvHEZvUOpMvWfdxEB>
Please name the file as:
"Session Number_lastname_firstname.pptx" or "lastname_firstname.pdf"
for example "S.1.1_Doe_John.pptx" or "S.1.1_Doe_John.pdf"
4. If you have changed the file after the uploading or need to make changes onsite, please bring a copy on a thumb drive to the technical staff on-site at the conference room **before your session starts.**

Before the session, you are kindly asked to:

Arrive at the conference room at the beginning of the break preceding your session for the short technical training to final check your presentation and familiarize yourself with the audiovisual equipment.

Shall you need further assistance or for any individual queries, please get in touch with the OrgHort2024 Conference Secretariat at info@orghort2024.pl