



RECOMMENDATIONS FOR YOUR ORAL PRESENTATION

SPEAKING TIME

12-15 minutes will be allocated to the presentation of your paper, followed by 5 minutes for specific questions (20 minutes for the whole presentation). In most sessions, 10 minutes will be allocated to more thematic debates, during which you will be able to talk over some common or complementary points in relation to the presentations, or discuss more general themes.

Beware! The session Chairman will be uncompromising regarding the allocated speaking time. To allow participants to attend the chosen presentation, all oral presentations will have to start exactly at the same time in each conference room and presentations will not be inverted.

LANGUAGES

Both English and French are spoken at the conference. For a good and efficient simultaneous translation, we suggest, especially if you speak English, to express yourselves as simply as possible and not too fast.

To make simultaneous translation easier, please give a hard copy of your Power Point presentation to the translator.

POWER POINT PRESENTATION

◆ Presentation format

For all presentations to have a consistent layout, please use the Power Point template [available online](#).

Do not use too many slides: 1 slide for 2 minutes of speech is far enough for a smooth and more effective oral presentation.

Use the proposed font type and size: simple font (Arial) with a sufficient size for reading.

Do not use any specific formula editor, it is better to paste them as images.

If you add some pictures, the only formats accepted are: .jpg, .gif, .tif or .bmp (.pict format is not readable).

If you include video files in attachment, use one of the following formats: .mpg, .mpeg, .mov, .avi or DIVX5.

All video files linked to your presentation must be in the same file or directory as your presentation document, note there is no internet access possible.

The Power Point template is compatible with versions from 97 to 2016. The computers are PCs. All Macintosh Power Point presentations will need to be converted in the preview room (please spare enough time for your presentation to be converted). For more safety, please have a .pdf version of your presentation as well.

◆ Presentation set-up

At least two hours before your presentation begins, please give your PPT presentation, ideally on a memory stick to the technicians in the preview room. If your presentation starts early in the morning, you will need to give it the day before on the conference venue (preview desk will be open on Monday during the Welcome Cocktail for Tuesday afternoon sessions). Please note that **it is not possible to connect a laptop computer in the conference room**.

In the preview room, a technician will add your presentation to the central system. You will have the opportunity to review your presentation and check that there are no compatibility issues.

ORAL PRESENTATIONS

◆ Speakers are expected to be in their conference room 10 minutes before the beginning of the session, to meet the session Chairman. Please follow carefully the instructions received from the session Chairman, in particular regarding the speaking time allocated to your presentation.

◆ Your presentation will be sent directly to the projection room via the internal system of the INSA Lyon. A technician will launch your presentation on the screen of the conference room a few seconds before your presentation starts. Once the presentation is launched, you will be able to control the program by clicking on the mouse - the computer will work normally.

The audience of the conference will be made of scientists and practitioners please make sure your presentation is adapted to all publics.