

## SPEAKERS INFORMATION

### INSTALLATION OF YOUR PRESENTATION

At least two hours before the beginning of your presentation, you have to give your presentation to the technician in the pre-view room (first floor), under CD, ZIP or floppy disk. (If you present early in the morning, you will have to give your work the day before).

You will not be able to connect your laptop in the conference room.

In the pre-view room, a technician will set up your presentation on the central system. You will have the possibility to view your presentation and to check that there are no incompatibility errors.

Bring the copy of your power point presentation **to the translators**, in your conference room, possibly completed with the specific key-words that you are going to use (with their translation in the other language).

### PRESENTATION IN THE CONFERENCE ROOM

You have to be in your conference room 15 minutes before the beginning of the session, and meet the session Chairperson. We ask you to strictly follow the session Chairperson advices and in particular, regarding the time allocated for your presentation.

Your presentation will be sent directly to the projection room via the internal system of the Convention Centre. A technician will project your presentation on the screen of the desk, a few seconds before you start. The PC on the desk is programmed in 1024x768 pixels and is connected to a video projector (standard Barco amphitheatre). **Once the presentation is launched, you will control the programme.** While clicking on the mouse, your computer will work normally.

### TIME ALLOCATED FOR ORAL PRESENTATION

10 – 12 minutes are allocated to present your paper, followed by 2 – 3 minutes for specific questions (15 minutes in total). In main sessions, 15 minutes of discussion on general themes are planned to discuss additional points, common aspects or more general ideas.

**Caution!** The session Chairperson will be very strict regarding the allocated time. The oral presentation shall start exactly at the same time in each conference room. The presentation order will not be inverted to allow the participants to attend the chosen presentation.

### ORAL EXPRESSION

Prepare carefully your slides indicating the key-words, which could be both in English and in French (the written comprehension of a language is very often much more simple than its oral comprehension); do not hesitate to refer to the written document too, using the same titles and indicating the page numbers.

Speak slowly using simple sentences and vocabulary (you should prepare a 10 mn presentation rather than a 12 mn presentation because the session Chairperson will ask you to speak as slow as possible).

*The most important is not what you wanted to say but what people will have understood and retained!*

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