29th - 31th of August 2023

The CIBW062 Organising Committee would like to thank you for agreeing to be a Presenter at this year's Symposium. To ensure that the program runs smoothly, we ask that you please familiarise yourself with the following information.

ARRIVAL AT THE SYMPOSIUM

Registration
On arrival, please complete registration formalities at the Registration and Information Desk and identify yourself as a Presenter.

It is important that you arrive and register **at least 30 minutes prior to the commencement** of your session.

INFO DESK OPEN HOURS AND LOCATION

LOCATION: Hotel Foyer in front of Mercator room

Monday 28th	3.30pm – 7.30pm
Tuesday 29th:	8.30am – 12.00am
Wednesday 30th	8.30am – 12.00am

If for any reason you are delayed, please call or SMS **Véronique Beurms** on **+32 477 936 951** so any necessary adjustments may be made.

PRESENTATION TIMES

All presenters have been allocated 15minutes for their presentation. Time for Q&A is foreseen at the end of each session and is grouped for 5-6 papers.

One of the most important things to remember is to ensure your presentation doesn't go over its allocated time slot. The Chair will be monitoring this during the session and will be prepared to give you a wind-up warning to keep you on time.

PRESENTATION SLIDES

Please ensure you set your PowerPoint settings to 16:9 projections. To do this, please follow the below steps:

1. Click on the 'design' tab button at the top of your page
2. Click on 'Slide size' button at the top right of your page
3. Select size 16:9

SENDING YOUR PRESENTATION FILE
If possible, please send your PowerPoint presentation via [this form](#) to our AV contact, Arthur Stockmans. **Deadline : one week prior the start of the symposium.**

- Please include '**CIB W062 Presentation'** in the email subject heading, and your **name**, **presentation title**, and **session time** in the body of the email. This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the Symposium.

IMPORTANT: Please also ensure you bring a copy of your presentation on a USB stick to the Symposium.

PRESENTATION TIPS

For the benefit of those unaccustomed to presenting we offer the following tips to assist in making your visuals effective:

- Keep it simple – use the slide as reinforcement to your speech
- Use only the number of slides necessary to deliver your presentation within your allocated timeslot.
- Ensure you time your presentation, and if necessary, adjust the number of slides accordingly. As a rule of thumb, 1 1⁄2 to 2 minutes talking per slide
- Keep bullet points down to a maximum of 5 per slide. Any more and the type is too small to read.
- Use upper and lower case to achieve maximum legibility
- Use colour effectively – a few bright simple colours on a dark background 'lift' the style of your presentation
- Avoid background sounds as these can often distract rather than enhance the presentation.

AUDIO VISUAL EQUIPMENT AND MATERIALS

The smooth operation of audio-visual equipment will contribute to the success of the presentations. The session room will be set up with the following audio-visual equipment:

- Data projector and screen
- Lectern and microphone
- Electronic mouse/laser pointer
- Laptop controlled at the back of the room by an in-house technician
- Foldback monitor set at the front stage so you can view your presentation as you present
- Mixture of handhelds and lapels

Presenters are required to save their presentation in a PC compatible PowerPoint format as Mac applications will NOT be available throughout the Symposium.

An audio-visual technician will be permanently located at the back of the room. Should you have any AV questions or requirements, please contact their technician in your room.