



Instructions to Presenters of Spoken Papers

All time slots are 20 minutes (except for those of plenary speakers). Given that a talk cannot start immediately when the previous one finishes, this roughly equates to a 15 minute talk and 3 minute question time. Session Chairs will be instructed to ensure that ALL presenters adhere strictly to these times. Speakers will be gently warned when the talk reaches the 13 minute mark, notified when at the 15 minute mark, and courteously but firmly invited to cease at the 18 minute mark.

The standard presentation format is Powerpoint®, presented via a data projector on an IBM Laptop configured with Windows-XP and MS Office 2003. If your talk requires any other form of audiovisual equipment, please advise the Secretariat at least 24 hours before your presentation is due. Presentations should be brought to the Conference on CD or memory stick, and loaded onto the computer in your designated conference room in the break immediately before your session commences or earlier.

Please arrange to be in your presentation room at least 15 minutes prior to your session time so that your Session Chair can acquaint you with the equipment and run over the timing procedure.