

Guidelines for speakers

- Prepare your 12 minutes presentation (slides). No specific template is required.
- Go to your room 5 minutes before start and present yourself to the moderator or conference staff.
- Bring your presentation in a pen-drive to save it on the computer. Each session's folder will be identified.
- The moderator will guide the session.
- A session has four or five presentations, each one 12 minutes long followed by a 3 minute Q&A.
- The moderator will introduce the speaker before each presentation.

Guidelines for moderators

- Go to your room 10 minutes before start and there will be a conference staff to support you.
- Make sure if the participants saved their presentation on the computer. Each session's folder will be identified.
- Host the session and briefly introduce the speaker before each presentation.
- Ask for comments and questions from the audience after each talk.
- Facilitate discussion, if there is time leftover.
- Give the certificate to the participant.
- Make notes related to the study and presentation to facilitate the special issue selection process.
- Please make sure that the session starts and ends on time (each presentation has 12 minutes long followed by a 3 minute Q&A).
- In the case of a “no-show”, the next presentation should not start earlier. Please follow the time frame on the agenda.