Oral presentations

Please upload your PowerPoint presentation before the beginning of the conference on a SharePoint site. Link, user name, and password will be provided later on.

You can also hand in your presentation at the presentations desk at the Harpa Conference Centre. The presentations desk will be opened for limited periods (during the session breaks and at the beginning and end of the day) to help those that were unable to use this SharePoint facility. **If you hand in your presentation at the venue, it is important that you do so on by no later than 16:00 hrs on the day before your placement in the programme**. Someone will assist you at the presentations desk.

- A laptop computer and projector will be provided for your presentation, using PowerPoint software.

- **Your total time slot will be 15 minutes**. Allow a minimum of one minute per slide, preferably 2–3 minutes. There will also be allocated time for questions and discussion on the overall theme session.

- Arrive at the meeting room before the session begins and contact the session convener for last-minute instructions or changes in the schedule.

- During your presentation, state the purpose and objectives of the paper, the main concepts and results, and the conclusions. Avoid too much detail.

- Ensure that your visual aids can be seen clearly from a distance of at least 20 metres.

- Do not read your paper, but instead talk to the audience. Speak slowly and audibly. If you are a native English speaker, avoid jargon.

- A cordless slide advancer with built-in laser pointer will be provided.

- Do not exceed the allocated time for your presentation.