

GUIDELINES FOR ORAL PRESENTATION

Dear presenter,

We would like to ask you to take a few minutes to read the following guidelines regarding your presentation.

Each session will be organized in a conference room with chairs distributed as a theatre set-up. The conference room will be equipped with a projector, screen, laptop computer to run the presentation, and microphones for your use. Technical support will be provided. Please note that the speakers' computers cannot be connected for technical reasons.

Before the conference, you are kindly asked to:

1. Check the type (whether talk or poster), date, time, and length of your presentation in the conference program at <https://www.fruitipm2024.pl/detailed-programme>. Each time slot for an oral presentation includes 5 minutes for a discussion.
2. Prepare the presentation in one of the following formats: *.ppt, *.pptx - (PowerPoint), *.pdf - (Adobe Reader), slide size 4:3. All presentations must be made and held in English. **Please ensure that fonts are large enough to be well visible to the audience.**
3. Upload your presentation until 10 September 2024 using the following upload link:
<https://www.dropbox.com/request/t3lGoH5ge9NXvmI6fDV9>
Please name the file as:
"Section_Number_lastname_firstname.pptx" or "Section_Number_lastname_firstname.pdf"
for example "Section1_Doe_John.pptx" or "Section1_Doe_John.pdf"
4. If you have changed the file after the uploading or need to make changes onsite, please bring a copy on a thumb drive to the technical staff on-site at the conference room before your session starts.

Before the session, you are kindly asked to:

Arrive at the conference room at the beginning of the break preceding your session for the short technical training to final check your presentation and familiarize yourself with the audiovisual equipment.

Shall you need further assistance or for any individual queries, please get in touch with the IOBC-WPRS Joint Meeting Secretariat at info@fruitipm2024.pl