

## **ORAL PRESENTER GUIDELINES**

**(Use of own your computer is NOT allowed)**

Oral sessions are live sessions moderated by a chair person who will manage the questions and timing.

- **Each presentation should be an absolute maximum of 12 minutes.** An a maximum additional 3 minutes should be allowed for questions.

### **Power Point guidelines**

- If you use visuals, please embed them directly in PowerPoint.
- We recommend no more than 1 slide per minute of presentation time.
- Upload your file as a **POWER POINT** file. (Other programs are not supported)
- Extremely heavy files must be tested well in advance.
  - Use sans serif fonts (e.g. Ariel or Calibri, rather than Times New Roman)
  - Texts should be visible from 20m and must match the speech.
  - Ensure a good color contrast, particularly between the text and background

### **Before your session**

- We encourage you to rehearse to boost your confidence and to ensure your session runs to time.
- Please don't forget to take an extra copy of your presentation. (USB-memory stick, Drobox, etc.).
- **Speakers scheduled on Monday 12<sup>th</sup>**, must send their presentations to [isfsi2022@nord.no](mailto:isfsi2022@nord.no) by Friday 9, December using a file transfer service (E.g., WeTransfer or Dropbox).
- For speakers scheduled on other days, load your presentation at the Presenters Desk **ONE DAY** in advance of your talk.

### **On the day**

- Please be there 15 minutes before the session start time.
- Get familiar with the audio, remote control, and laser pointer.
- GET CONTROL OF THE TIME.