

Instructions for Speakers & Discussants

PRESENTATION FORMAT

Each session consists of up to 5 topics that will be presented by assigned presenters.

The sessions will end with a panel discussion by allocated representatives from academia, industry and government who will share their experiences. All participants are welcome to address their questions to the panelists during the discussion.

To check the specific requirements related to your role, please click on the category you have been assigned for.

INSTRUCTIONS FOR SESSION PRESENTERS

PRESENTATION LENGTH

The duration of your presentations is up to **12 minutes**.

[Please follow this link for the full meeting agenda](#) to check the exact date and time of your speaking slot.

Each presenter should prepare a presentation, following the technical specifications below.

PRESENTATION REQUIREMENTS: TECHNICAL SPECIFICATIONS

Ratio: The aspect ratio of your presentation should be 16:9.

Filename: The name of the presentation file should include the presenter's name and the presentation title. To avoid any compatibility problems, please do not use special characters (e.g. «, ð, Ø, ñ, ε, ®, ý, }, { etc.) to name your

presentation.

Format: Presentation files will be accepted in Microsoft Office PowerPoint format (or pdf). It is strongly recommended to test all files created with Microsoft Office (for Mac) at the Speakers' Ready Desk several hours before your presentation starts. [Please click here to download the RAISE PowerPoint template.](#)

Saving files: The presentation has to be saved on a **USB flash drive** or an **external hard disk**. *Please note that there is no facility to use your own computer for delivering a presentation.*

Presenter mode will not be available during your presentation. Please print your notes in advance or come to the Registration desk and we will print them for you.

Please note that macros should not be used, and flash-animations and Prezi Presentations are not supported.

If you combine video clips with PowerPoint, please make sure to check it in the session hall during a coffee or lunch break prior to your session, at least 1 hour before the start of the session. Note: it is the presenter's responsibility to follow all copyright and fair use guidelines.

IMPORTANT NOTE FOR MACINTOSH USERS

To use MAC presentations on a PC-compatible computer, please note that you need to prepare it according to the instructions below, before taking it to the speakers' ready desk:

1. Convert it to PowerPoint or PDF.
2. Use a standard font, such as Arial, Times New Roman, Verdana, etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
3. Insert the images as JPG files (and not TIF, PNG, or PICT – these images will not be visible on a PowerPoint-based PC).

PRESENTATION SLIDES UPLOADED DURING THE MEETING

- As Speakers, you are requested to upload your presentation file at the designated Speakers' Ready Desk **at least 1 hour before the start of your session.**
- Please bring your presentation file on a memory USB drive or on an external hard disk.

Speakers' Ready Desk

Location: South Ballroom

Working time: Monday, October 7 from 07:00 am– 5:10 pm[/accordion_son][accordion_son size="25" title="INSTRUCTIONS FOR SESSION DISCUSSANTS/PANELISTS" clr="#eb008b"]All sessions end with a designated discussion for the appointed discussants. Following the session presentations, they will be invited to take their seats on the stage.

The session co-chairs will introduce the discussants to the audience and give them the floor.

Each discussant will present themselves, including their names, positions, and organizational affiliations.

After the introduction, the session co-chairs will open the discussion by giving the floor to the meeting participants to address their questions to the panelists. The co-chairs will moderate the discussion.

All participants are encouraged to address their questions and participate proactively in the discussions.[/accordion_son][[/accordion_father]