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SPEAKERS GUIDELINES

Preparing your presentation:

Speakers must respect the scheduled times according to the program. The exact timings of your presentation may be found in the assignments email that you were sent.

To download the most updated schedule program, please [click here](#).

Chairmen/Chairwomen will be instructed to interrupt the speakers if they are not being keeping to time.

Speakers are kindly asked to use GRECMIP PowerPoint presentation template for preparing the slides : [download GRECMIP .pptx background](#).

Please do not use too many slides.

For images, please use “.tiff”, “.png”, “.jpg”, and “.gif” formats, other formats could be allowed but may require additional consultation with the technical team on site.

For embedded movies, please use one of the following formats: MPEG2, *.avi, *.wmv. The uploading of DVD movies is NOT supported.

Please use large font typeface (18 points and above) and avoid long paragraphs of text on the slides.

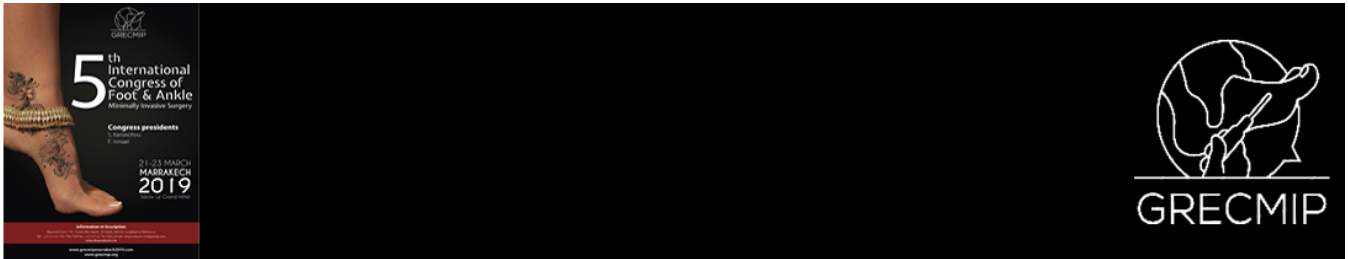
Important: please be aware that **all slides must be English language**.

Every speaker can give his/her talk either in English or in French language as simultaneous translation will be available in both languages.

Email (scientific secretary): contact@grecmip.org / grecmipcongress2019@gmail.com

Email (registration & accommodation): beyondcom.3c@gmail.com

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Before your presentation:

All speakers are requested to upload their presentations on an USB key in the Speaker Ready Room **at least 2 hours before the start of the session**. There will be a technician in the room to assist you. Please find the schedule of the opening hours below :

	Thursday, 21 march, 2019	Friday, 22 march, 2019	Saturday, 23 march, 2019
Speaker Ready Room	07:00 – 16:00	07:00 – 16:00	07:00 – 16:00

You may upload all your presentations at once, instructing the technician on the exact timing of your talks.

Equipment: Speakers will have laser pointers and clickers available, as well as timers on the screens in front of them to consult.

Fifteen minutes before the beginning of your session, please arrive to the hall where your session will be held and seat in the front row – it will be reserved for this purpose.

On stage:

Only computer projection will be available, **it will not be possible to use personal laptops**. Please strictly adhere to your timing. The moderators will be assisting you to indicate how much time you still have left.

Please allow for a smooth transition to another speaker right after your presentation is over. It is always helpful for speakers to stay around for a few minutes at the end of the session to give members of the audience to meet the speakers.

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