

PRESENTATION GUIDELINES

SPEAKERS AND MODERATORS

FP Free Paper – SFP Short Free Paper – JAM Just-A-Minute

FP FREE PAPER – SFP SHORT FREE PAPER – JAM JUST-A-MINUTE

GENERAL

Each session of Free Papers and Short Free Papers will be split into blocks of presentations; discussion will be held at the end of each block (approx. 3-4 papers in each block).

Each presenter must be ready close to the stage to start the presentation right after the preceding one is finished.

The JAM sessions will be held during the coffee breaks of the Congress, at the Exhibition Area located on the 3rd floor of the venue.

Kindly ask you to check the Interactive Program, at the Congress website, where the sessions and lecture halls are detailed.

<https://www.sicot-congress.com/site/programme/?a=sicot2025#!>

PRESENTATION GUIDELINES

FP Free Paper

5-minute presentation for each Free Paper + 1 minute for discussion.

Maximum number of slides allowed: 11 slides (10 presentation slides + 1 introduction slide)

SFP Short Free Paper

3-minute presentation for each free paper + 1 minute for discussion.

Maximum number of slides allowed: 7 slides (6 presentation slides + 1 introduction slide)

JAM Just-A-Minute

1-minute presentation for each free paper.

Maximum number of slides allowed: 1 slide

Please note that presentation time is strictly limited, no exception. Time your presentation carefully according to the time dedicated in each session.

At the end of the allotted time, the AV will be switched off. Hence pay careful attention to the countdown timer placed in front of the lectern.

IF YOU ARE A SPEAKER / PRESENTER

- Presentations must be prepared ONLY in PowerPoint and provided on a USB-removable drive (any other type of presentation such as keynote must be converted into PowerPoint beforehand).
- Speakers are not permitted to bring PowerPoint presentations directly to the technical staff in the lecture halls.
- The use of personal laptops for presentations in the session is strictly prohibited.
- Speakers should deliver and view/check their PowerPoint presentations at the Speaker's Preview Room at least 2 hours prior to the beginning of the respective session for organizational reasons.
- Please locate your session room in due time. Please be in your session room at least 15 minutes prior to the beginning of the session.

- Technical staff will be available in the Speakers' Preview Room to assist you with loading your presentation.
- Presentations will be transferred from the server to the session room electronically.
- Protection of copyright will be guaranteed, and the presentations will be deleted after the Congress.

SPEAKERS' PREVIEW ROOM

All speakers and presenters must deliver their talk before the start of their session to the Speakers' Preview Room.

The Speakers' Preview Room is located on the Ground floor, at the Strasbourg Hall, close to the Technical Secretariat, right-hand side.

OPENING HOURS

Tuesday, September 2nd: 15.00-19.30

Wednesday, September 3rd: 07.45-18.00

Thursday, September 4th: 07.45-18.00

Friday, September 5th: 07.45-14.00

IF YOU ARE A MODERATOR

- Please locate your session room in due time. Please be in your session room at least 10 minutes prior to the beginning of the session.
- We remind you that speakers need to strictly observe the time schedule. At the end of the allotted time, the AV will be switched off. Hence pay careful attention to the countdown timer placed in front of the lectern and table. The times for each presentation will be detailed in the Program.

FP – SFP – JAM:

FP Free Paper: 5 min presentation

SFP Short Free Paper: 3 min presentation

JAM: 1 min presentation

Each session of Free Papers and Short Free Papers will be split into blocks of presentations; discussion will be held at the end of each block (approx. 3-4 papers in each block).

The JAM sessions will be held during the coffee breaks of the Congress, at the Exhibition Area located on the 3rd floor of the venue.

Each presenter must be ready close to the stage to start the presentation right after the preceding one is finished.

The Program with the timing and the abstract summary of each paper is available at the Interactive Program at the Congress website:

<https://www.sicot-congress.com/site/programme/?a=sicot2025#!>

- Microphones for questions will be available in each session room. Participants - Audience in the discussion should not speak before they are recognized by the chair and must first clearly state their name, institution and country of origin.
- Please note that presentation time is strictly limited, no exception.
- Keynote lectures and Plenary Lectures: there is no discussion, you just need to introduce the speaker.