

RECOMMENDATIONS FOR YOUR ORAL PRESENTATION

Speaking time

10-12 minutes will be allocated to the presentation of your paper, followed by 2 or 3 minutes for specific questions (being in total 20 minutes for the whole presentation). In most sessions, 15 minutes will be allocated to more thematic debates, during which you will be able to talk over some common or complementary points in relation to the different communications presented, or discuss more general themes.

Caution! The session Chairman will be uncompromising regarding the allocated speaking time. To allow the participants to attend the chosen presentation, all oral presentation will have to start exactly at the same time in each conference room and presentations will not be inverted.

Languages

Both English and French are spoken at the conference. For a good and efficient simultaneous translation, we suggest, especially to Anglophone speakers, to express themselves as simply as possible and not too fast.

To make simultaneous translation easier, please give a hard copy of your Power Point presentation to the translator.

Power Point presentation

◆ Presentation format

For all presentations to have a consistent layout, please use the Power Point template available online.

Do not use too many transparencies: 1 transparency for 2 minutes of speech is far enough.

Use the proposed font type and size: simple font (Arial) with a sufficient size for reading.

If you add some pictures, the only formats accepted are: .jpg, .gif, .tif or .bmp (.pict format is not readable).

If you include video files in attachment, use one of the following formats: .mpg, .mpeg, .mov or DIVX5. Videos in .avi format are not allowed. If you have such files, you should convert them under .mpeg.

When saving your final presentation on CD or USB key, please make sure that all video files or links have been well saved.

The Power Point template is in 97-2003 version. Computers will be equipped with Power Point 2007 and Acrobat Reader 9. To prepare your presentation, please use a PC (no Unix). For more safety, please make a .pdf document as well, to have a spare version of your presentation to project.

◆ Presentation set-up

At least two hours before your presentation begins, you have to give your communication support on CD or USB key to the technicians in the preview room. If you make your presentation early in the morning, you will have to give it the day before. Please note that it is not possible to connect a laptop computer in the conference room.

In the preview room, a technician will set up your presentation on the central system. You will have the opportunity to review your presentation and check that there are no compatibility problems.

Oral presentations

◆ Speakers are expected in their conference room 10 minutes before the beginning of the session, to meet the session Chairman. Please follow carefully the instructions received from the session Chairman, in particular regarding the speaking time allocated to you for your presentation.

◆ Your presentation will be sent directly to the projection room via the internal system of the Convention Centre. A technician will launch your presentation on the screen of the conference room a few seconds before your presentation starts. The PC on the desk is programmed in 1024x768 pixels and is connected to a video projector (standard Barco). Once the presentation is launched, you will be able to control the program by clicking on the mouse- the computer will work normally.

Contact

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