

# Instructions for preparing Oral Presentations and Key Notes

For ISMOS-8, authors will make their oral or key note presentations that will be grouped into day sessions, tracked as per the themes of the congress. Below you will find the instructions for preparing your oral or key note presentation. To ensure that the audience stays connected during your presentation, you are advised to ensure your presentation is attractive and interesting. This way you get the best chance of having further interactions in the live Question & Answer sessions, and afterwards. At the end of the preparation, you will be requested to submit a set of 2 files:

1. PowerPoint presentation (for review purpose, you should keep and run the final version of the presentation from your computer live during the event)
2. Photo of you

## A. Slides

1. Remember to include a title slide.
2. Add your contact information to the last slide. If you would like delegates to contact you with questions or comments after the event, provide your information on the final slide.
3. Keep display of logo to the first slide only.
4. Avoid commercialism.
5. Maximum length of Oral Presentation: 15 min (20 min time slot)
6. Maximum length of Key Note Presentation: 25 min (30 min time slot)

## B. Uploading your Presentation as PowerPoint Slides (PPTX)

Please use the following naming convention: AbstractIDNumber\_Lastname.pptx. (e.g. 45\_Smith). The AbstractID is the code that was entered in front of your paper title when it

was accepted. For presentations to be verified by the technical program committee, **please upload your files by Monday 24 May 2021.**

**Equally important: When uploading the files, please upload as well your profile picture that we will use on the programme in the congress platform. The image size should be 500px x 500px. Use AbstractIDNumber\_Lastname.jpg**

To upload your 2 files, please [click here](#).

**Important note:** Video files that do not comply with the required specifications will not be accepted. You will be notified if there are issues with your files.

**All technical sessions will be recorded and uploaded in the Whova App for ISMOS delegates to watch the presentations on their own pace. The recordings will only be available in the closed Whova App environment and will be terminated 3 months after the event.**