



Oral Presentation Guidelines

Oral Presentations are split into three categories, as follows:

1) Plenary Lectures

Each Plenary lecture is 45 minutes in length and comprises one presentation. We recommend you plan to present for approximately 35 minutes with 10 minutes for questions/discussion.

Where Plenary Lectures are presented as debates, each of two speakers should plan to present for 20 minutes, allowing five minutes for closing questions and conclusions. We recommend that invited speakers communicate in advance of the ECO so that presentations may be coordinated.

2) Review Sessions

Each Review Session is 90 minutes in length and comprises four presentations, two invited lectures of 30 minutes each and two abstract selected lectures of 15 minutes each.

We recommend that those with a 30 minute presentation plan to present for approximately 25 minutes with 5 minutes for questions/discussion.

We recommend that those with 15 minute presentations plan to present for approximately 10-12 minutes, allowing time for questions/discussion at the end of the presentation.

3) Oral Sessions

Each Oral Session is 90 minutes in length and comprises six presentations, of 15 minutes each, except on Wednesday 9th May when oral sessions are 60 minutes in length with four presentations of 15 minutes each.

We recommend that you plan to present for approximately 10-12 minutes, allowing time for questions/discussion at the end of the presentation.

Sessions Hall and Audio Visual Equipment

All session halls are equipped with standard PowerPoint presentation facilities. All presentations will be networked to the appropriate room and your presentation **must** be submitted to the Speaker Preview Area at least 60 minutes in advance of your session - you will not be permitted to use a memory stick, CD or your own laptop in the session hall.

The Speaker Preview Area is situated in room 'Salon Lumière' which is close to the registration area and will be clearly signposted. If you require any on-site assistance, please contact the speaker desk in the registration area.

If you have specific requirements (MAC, video etc), you **MUST** inform us in advance of the meeting. It is the responsibility of the speaker to ensure that their presentation is correctly uploaded via speaker preview and that the presentation works on the system correctly.

If you have any questions concerning your presentation, please contact us as at eco2012@easo.org.