

Instructions for Oral presentations

Each invited presentation will be allowed for 30 minutes (25 minutes for presentations, 5 minutes for discussion). This means that the presenter should prepare the presentation carefully and discuss only the main points of the paper. The details can always be read from the paper, or discussed after the technical session.

Please use Microsoft PowerPoint 97-2007 (*.ppt). We recommend that you save your PowerPoint presentation using ".ppt" format and not ".pps". Computers will be available at the halls for the checking and finalizing the slides. The slides will be shown from the computers of the Venue. Usage of own computers is not allowed due to the time required for changes. The computers at the Venue have Windows XP operating system, MS Office 2007, software for a DVD-player and they can show normal mpeg and wmv files. Use of videos is, however at presenters own risk, no extra time will be allowed due to technical reasons. Presentations can be checked at the Venue before the presentation.

Speakers must bring their presentations to the related Hall at least 2 hours prior than the presentation time. An example composition of an oral presentation:

Slide 1: Title of the presentation Author(s) Affiliations Financial aid	Slide 2: Aim of the study - Why the study was needed - What were the concrete aims - Who will use the results
Slide 3: Material and methods - Hypothesis - Experimental set-up - Short description of methods	Slide 4: Main results - Use graphics - Avoid detailed tables - Present the results in max 3-4 slides
Slide 5: Conclusions/Discussion - Were the aims achieved - Was the hypothesis proven -What are the limitations of the results	Slide 6: Practical implementations - How can the results be used - What are the benefits - What remains to be done

Please write short sentences (2-4 words). Use minimum 24 pt font in body text (bullets). Use uppercase letters only in the beginning of sentences, avoid hyphenation. Do not use more than 2-3 colors for text and illustrations. Try to use the whole area of the slide. Avoid extensive use of technical effects and animations. **It is recommended not to use more slides than 25 for allotted time.** Please practice your presentation in advance and check the timing (**25 minutes can not be exceeded**).

Commercialism is not allowed. Use of a small (max 2 cm high) company/institution logo is allowed in the first slide.