Instructions for Oral Presenters

Authors should bring their presentations (in PowerPoint or PDF format) on a USB flash drive and must upload them to the computer in the Presentation Room during the period designated in the following schedule. Congress staff will assist authors in uploading their files. Please contact the reception desk in the absence of the staff.

Presentation time scheduled on		Period for uploading presentation file
June 2nd (Mon)	Morning	16:00-17:00 on June 1st / 08:15-10:30 on June 2nd
	Afternoon	16:00-17:00 on June 1st / 08:15-13:30 on June 2nd
June 3rd (Tue)	Morning	08:15-17:00 on June 2nd / 08:15-09:40 on June 3rd
	Afternoon	08:15-17:00 on June 2nd / 08:15-13:20 on June 3rd
June 4th (Wed)	Morning	08:15-17:00 on June 3rd / 08:15-09:40 on June 4th
	Afternoon	08:15-17:00 on June 3rd / 08:15-13:20 on June 4th
June 5th (Thu)	Morning	08:15-17:00 on June 4th / 08:15-09:20 on June 5th
	Afternoon	08:15-17:00 on June 4th / 08:15-13:00 on June 5th

Presentation time in each plenary session is 14 or 15 minutes for an oral presentation, and 4 or 5 minutes for questions, answers and change-over to the next presenter. Please contact the congress secretariat if you need to confirm the exact presentation time. Presenters in parallel sessions will be allocated 15 minutes for oral presentations, and 5 minutes for questions, answers and change-over to the next presenter. Session chairs have the responsibility to ensure that the session stays on time, and will enforce this timing.

Presenters must identify themselves to the session chair in the meeting room no later than 15 minutes before the start of their session.

In the event that an author does not appear for his or her presentation, a gap will be left in the program so that all other presentations in the session will occur at the times published in the final program.

Each presentation room will be equipped with a PC running Microsoft PowerPoint and Adobe Acrobat Reader, a projector and screen, systems for audio playback and a laser pointer. Requests for special equipment must be made to the ICBEN 2014 Secretariat by 2014, May 9th. Requests for special equipment will be fulfilled if possible, but are not guaranteed.