

# GUIDELINES FOR PARTICIPANTS AND PRESENTERS

## Conference Etiquette

Please ensure that mobile phones and other portable devices are set to 'silent' mode or powered off during sessions. To show respect for speakers and fellow attendees, kindly avoid conversations during presentations.

Please do not take pictures of the slides of the presenters, as they will be presenting material that has not been published yet.

## Timekeeping

With many presentations in the program, it is crucial that each session begins and ends on time. Please adhere to your allocated presentation time; otherwise, the Chair may request that you wrap up.

Presentations should last a maximum of **15 minutes**, followed by **5 minutes** for discussion with the session chair and participants.

The chair will facilitate the discussion, encourage questions from the audience, and ensure smooth transitions between presenters, while also making sure that each speaker keeps the time.

You can use your own presentation template.

## Guidelines for Poster Presenters

Posters will be available since the beginning of the conference. However, the poster session will take place on Thursday, June 4, from 5:00 – 6:30 PM. The list of accepted and registered posters is available before the conference through the conference app and program book.

During this session, all poster presenters are requested to be at their posters to answer delegate questions.

The organisers cannot be held responsible for any posters left after this time.