

Guidelines for oral presentations

- DO NOT FORGET : After your abstract has been accepted, you must register for the meeting and pay your fees
- Talks should last 20 minutes including questions (please, perform a rehearsal before the meeting to ensure that the presentation can be done within the allotted time)
- Only Powerpoint or PDF files are accepted for the presentation
- Use landscape "**4:3 format**" (horizontal position)
- Available equipment: computer equipped with Windows 2000 XP, Vista or Office Pro. If you use Mac, please test your presentation on a PC to verify it converts to windows format accurately
- Instructions for slides
 - Keep in mind that lettering and numbering must be readable from the back of the room, for text and figures/tables (for example, size ≥ 18 in Arial font)
 - Do not include too much text
 - Your presentation should include slides for: - the title, - the question that is addressed, - the approach used to address the question, - the methods used (not too much details unless it is the purpose of the talk, if attendees want details, let them ask you in the Q&A period), - the results obtained, - the conclusions of the work. Ensure that the take-home message of the presentation is clear
 - Prefer figures to tables, they better communicate the data.
 - Do not use too many acronyms
 - All must be in English, including units, legends, notes
 - Make sure that all your graphs, especially axes, clearly show their legend and unit.
- Upload your presentation before the beginning of the session, in the session room, with the help of the moderator of the session.
- Be in the session room at least 15 minutes before the beginning of the session and introduce yourself to the moderator. Provide him/her some information for your introduction (employee, geographical area, research area, etc.)
- If for some reason you cannot make your presentation at D-day, please do all you can to arrange for a substitute to present your work, and notify it to the organizers (sophie.verzelloni@oncfs.gouv.fr) as soon as possible.