



GUIDELINES FOR CHAIRS AND SPEAKERS

Thank you for agreeing to take part in the 19th WCBIP/WCBE World Congress.

Please take a moment to read the guidelines below.

General information

Please check the program for the day and time of your session. The details of the session are available from the congress website: www.wcbipwcbe2016.org.

- **Chairs:** all chairs are asked to be in their session room no later than 10 minutes prior to the session.

Remind the Speakers **to respect the time limit** (the timing is indicated below and for each talk, we recommend to keep about 1/3 of the time for questions and answers). Use the limit timer on your table to make sure the Speaker does not exceed the allocated time.

If a Speaker is not present, you can use the additional time for interactive discussion with the audience. Should any speaker be absent, please check with a staff member before cancelling the presentation. If the absence is confirmed, please fill this time by extending the speaking time of the other presenters and allow more time for discussion with the floor.

Chairs should allow a short period of direct questioning after each presentation or at the end of the session but may use their discretion as to whether to have more general discussion after both presentations are completed, in order to exploit any complementarities or contrasts between them.

Close the session with a few salient remarks about how the session has contributed to the conference theme. Please thank speakers and announce the next session.

- **Speakers:** all speakers are requested to come to the Slide Center Room at least 3 hours in advance of their presentations to verify if the data functions properly on the equipment provided.

Please keep presentations to the allotted time to permit questions and discussion with the floor. Chairs may cut short presentations that exceed the specified time.

Most sessions have two-three presentations, some have four or five. The time should be divided evenly as follows:



30 MINUTES SESSIONS

- 20 minutes for presentation, 10 minutes for discussion

45 MINUTES SESSIONS (Early Morning Sessions)

- 30 minutes for presentation, 15 minutes for discussion

60 MINUTES SESSIONS

- 1 presentation
 - 45 minutes for presentation and 15 minutes for discussion
- 2 presentations
 - 20 minutes each for presentation and 20 minutes for discussion
- 3 presentations
 - 15 minutes each for presentation and 15 minutes for discussion
- 4 presentations
 - 12 minutes each for presentation and 12 minutes for discussion

90 MINUTES SESSIONS

- 3 presentations
 - 25 minutes each for presentation and 15 minutes for discussion
- 4 presentations
 - 20 minutes each for presentation and 10 minutes for discussion
- 5 presentations
 - 15 minutes each for presentation and 15 minutes for discussion

HANDS ON COURSES

- 45 minutes each for presentation and 2 h for hands-on practice

ORAL SESSIONS

- 5 minutes (*presentation*) + 3 minutes (*discussion*) for each oral presentation

The official language of 19th WCBIP/WCBE World Congress is English. Translation facilities will not be provided.



Information for set up presentations

Windows

Presentations have to be set up in PowerPoint Microsoft Office, versions 2003, 2007, 2010 and 2013; files should be in PPT or PPTX format.

Presentations set up with OpenOffice or Apple Keynote will not be accepted.

Presentations should be in 4:3 format (Aspect Ratio). Presentations in 16:9 format will not be accepted.

Any external files (e.g. video files) have to be included in the same folder as presentation file. Copy the entire folder to the USB flash drive.

Macintosh

Presentations have to be saved as PPT or PPTX format.

You should bring your own Macintosh since there would be technical issues that can arise when PowerPoint files created on a Macintosh are run on a Windows PC.

Presentations should be in 4:3 format (Aspect Ratio). Presentations in 16:9 format will not be accepted.

Any external files (e.g. video files) have to be included in the same folder as presentation file. Copy the entire folder to the USB flash drive.

Bring your presentation on a Windows readable USB flash drive.

Presentations will be pre-loaded onto the Slide Centre computer system and it is not possible for presenters to bring their own laptops. A remote mouse is available for controlling slides.

An audiovisual technician and technical staff will be assigned to each room session to manage the audiovisual equipment, to pass the roaming microphones to audience participants and to assist with any queries that you may have.

CME Accreditation and use of COI slide by Speakers (if any)

Following EBAP's evaluation, the 19th WCBIP/WCBE World Congress has been accredited by EBAP for 15 European CME credits covering the whole program.

According with EBAP rules, we ask that speakers declare their potential conflict of interests at the start of their presentation.