GUIDELINES FOR ORAL PRESENTATIONS

Presentation Times

Each plenary lecture is allotted a total of **55 minutes**, each **keynote talk** a total of **40 minutes**, and **regular oral presentation** a total of **20 minutes**. As time must be allowed for conference attendees to change sessions at the end of your presentation, the time schedule will be enforced, so please complete your talk on schedule. In order to allow time for questions, please consider that your presentation should last no more than ~50 minutes (for plenary lecture), ~35 (for keynote talk) or ~17 minutes (for regular oral presentation).

Please make sure that your session chair knows of your attendance prior to the beginning of your session.

In the case of a last minute cancellation of an oral presentation, the scheduled programme of the session will be maintained.

Equipment

Each session room will be equipped with a PC computer with PowerPoint (MS Office) and a LCD projector. Laser pointers and cordless microphones will be provided. No other equipment will be supplied or supported by the Conference organizers.

Preloading PowerPoint Files

We strongly encourage you to submit your PowerPoint presentation files to the Conference Secretariat (chem.soc@ki.si) on or before **Monday, 11 September 2023**. We will preload your files in the computer for LCD projection in advance.

We will also accept your PowerPoint presentation files on site during the Conference. You should come to the **Slide Corner at the Grand Hotel Bernardin Convention Center** (12th floor) to arrange the transfer of your PowerPoint file to the computer for LCD projection. This should be done no later than 08:20 (for the morning sessions) or 14:20 (for the afternoon sessions) on the day of your presentation. On the first day of the Conference, you will be able to upload your presentation to the computer for LCD projection between 12:00 and 13:50.

To avoid delays with setting up individual computers in between presentations, please note that you will not be permitted to make your presentation using your own laptop. Please save your files in USB memory stick or CD-ROM for transfer to our computers in advance.

Please note that the presentations will be available for you to check at the Slide Corner on the day of your presentation from 08:00 - 08:25 and during the breaks (coffee and lunch).