



GUIDELINES FOR SPEAKERS

ARRIVAL & PREPARATION

- Collect your registration materials at the registration desk upon arrival.
- All speakers are strongly encouraged to check their presentation compatibility at the Speakers' Preview Room:
 - preferably the day before the presentation
- A qualified technician will be available in both the Speakers' Preview Room and session rooms.

Please note: Early technical checks reduce stress and ensure smooth session flow, especially when using videos or embedded media.

AT THE TIME OF YOUR PRESENTATION

- Strictly adhere to the allocated presentation time, to ensure Q&A at the end.
- Please be present in your session room at least 10 minutes before the session begins.
- Respecting time limits ensures fairness to all speakers and maintains program integrity.

SPEAKERS' PREVIEW ROOM

Location: Room "Oaxaca B"

Opening Hours (subject to change):

- Sunday, 19 April – 14:00–17:00 hrs
- Monday, 20 April – 07:00–17:00 hrs
- Tuesday, 21 April – 07:00–17:00 hrs
- Wednesday, 22 April – 07:00–17:00 hrs
- Thursday, 23 April – 07:00–17:00 hrs

AUDIO-VISUAL EQUIPMENT

Each session room is equipped with:

- Data projector for Microsoft PowerPoint™.
- Windows Laptop with pointer (Macintosh™ computers not provided).

POWERPOINT REQUIREMENTS

- Use Microsoft PowerPoint™. You may use your own template.
- All video files must be embedded in the presentation.
- Use 16:9 screen resolution.
- Include the mandatory **Conflict of Interest slide**.
- Bring your presentation on a **USB flash drive** and submit it to the technician.
- Mac users must save files in PC-compatible format. (as **Keynote** presentations are **not supported**).



PRESENTATION DESIGN & DELIVERY

Slide Preparation

- Plan and structure your presentation carefully.
- **Avoid unexplained abbreviations** or jargon.
- Prefer simple colored backgrounds; **limit colors for consistency.**
- **Maximum 6 bullet points** per slide.
- Use graphs and visuals over text whenever possible.

Effective Presentation Structure

- 1. Introduce your topic and objectives**
- 2. Present methods, results, and conclusions**
- 3. Summarize key take-home messages**

Please note: Slides should support your message — not compete with it. Clear delivery, controlled pacing, and confident presence enhance audience engagement and message retention.