

ICO2010 ORAL PRESENTATION GUIDELINES



Oral Presentations are split into three categories, as follows:

1) Plenary Lectures

Each Plenary lecture is 45 minutes in length and comprises one presentation. We recommend you plan to present for approximately 35 minutes with 10 minutes for questions/discussion.

Where Plenary lectures are presented as debates, each of two speakers should plan to present for 20 minutes, allowing five minutes for closing questions and conclusions.

2) Review Sessions

Each Review Session is 90 minutes in length and comprises three presentations of 30 minutes each.

We recommend that you plan to present for approximately 20-22 minutes to allow 5 minutes for questions/discussion and a short Chair introduction.

3) Oral Sessions

Each Oral Session is either 60 or 90 minutes in length and comprises of presentations of 15 minutes each.

We recommend that you plan to present for approximately 12-14 minutes, which will allow a few spare minutes at the end of the session for questions/discussion.

Session Halls and Audio Visual Equipment

All session halls are equipped with standard PowerPoint presentation facilities. All presentations will be networked to the appropriate room and your presentation must be submitted to the Speaker Preview Area at least 30 minutes in advance of your session. You will not be able to use a memory stick, CD or your own laptop in the session halls.

The Speaker Preview Area is situated in the VIP Lounge of the Congress Centre - Stockholm Fairs and will be clearly signposted. If you require any on-site assistance, please visit the speaker desk in the ICO2010 registration area.

If you have specific requirements (MAC, video etc), you **MUST** inform us in advance of the meeting.

If you have any other questions concerning your oral presentation, please contact us as at ico2010@iaso.org