

Instructions for Oral Presenters at ICOS Science Conference 2024

Oral presentations at ICOS Science Conference 2024 will be held in a hybrid format.

Key points:

- All oral presenters must upload their presentation in advance. The deadline for uploading your oral presentation is **Wednesday 3rd September 2024**, 23:59 CEST. Please upload your oral presentation here: <https://app.oxfordabstracts.com/dashboard/events/32411>
- **Maximum speaking time per presenter: 15 minutes**, followed by 3 minutes for questions (for plenary speakers, maximum time is 20 minutes, followed by 5 minutes for questions).
- Presentations should be prepared in a widescreen format, with a 16:9 ratio.*
- Supported file formats are:
 - .ppt with embedded fonts**
 - .pptx with embedded fonts
 - .pdf.
- If you want to add videos/animation to your presentation, please make a separate file of them in .ppt format.
- File size: max. 10MB.

* Instructions for changing slide size: <https://support.microsoft.com/en-us/office/change-the-size-of-your-slides-040a811c-be43-40b9-8d04-0de5ed79987e>

** Instructions for embedding fonts: <https://support.microsoft.com/en-us/office/embed-fonts-in-documents-or-presentations-cb3982aa-ea76-4323-b008-86670f222dbc>

How will the oral sessions work?

On-site presenters

1. Each oral session will be assigned to one of the rooms in the conference venue. **Please check carefully the timing and room of your oral session from our programme.** Our programme is subject to change, so we strongly advise you double check the time of your presentation one or two days before the start of the conference. The conference programme can be found here: <https://www.icos-cp.eu/news-and-events/science-conference/icos2024sc/programme>
2. **You are expected to be present in the room 15 minutes before your session begins.** Due to the tight conference schedule, some sessions may still be going on in that same room when you arrive. Please still be on time in order to keep the schedule of the conference.

3. When your presentation time comes, your session chair will indicate this by stating something like "the floor is yours" and the AV team will project your pre-uploaded presentation slides to both the on-site as well as virtual audiences. You can then step on the stage and start the presentation, which will be viewed by the on-site attendees as well as virtual participants.
4. **Maximum speaking time per presenter is 15 minutes, followed by 3 minutes for questions.** The chair of each session will collect the questions from the online conference platform chat, and both on-site and online attendees can ask questions using the chat function.
5. After the end of the day, a recording of your presentation will be viewable on the conference platform for up to two weeks following the end of the conference. Depending on the permissions you have given when uploading your presentation, your slides will also be uploaded to a slidesharing platform. Sharing the slides helps to get your work more widely known and can increase citations.

Virtual presenters

Virtual oral presenters will deliver the same kind of 15-minute oral presentation remotely together in the same sessions with the on-site presenters.

1. Before the conference, a Zoom link to your oral session will be sent to you via email. **Please check carefully the timing of your oral session from our [programme](#)**, and arrive at the Zoom meeting 15-25 minutes before the entire session starts. Due to the tight conference schedule, some sessions may still be going on in that same room when you arrive. Please still be on time in order to keep the schedule of the conference.
 - a. If you would like to test your camera, microphone and other technical details in advance, you **may join the testing session** provided via Zoom on **Monday 9th September at 15.00-17.00 CEST**. The Zoom link to this session will be sent to all virtual oral presenters. We recommend you join the testing session from the same room and use the same setup that you will use when presenting.
2. Please have your presentation open and ready to be delivered before your 15-minute speaking time begins. When your presentation time comes, the session chair gives you the floor and your online presentation will begin. Have your camera and microphone on and use the 'share screen' function on Zoom and select your presentation. Your presentation will be displayed both to the virtual audience as well as to the on-site audience in the room.
3. **Maximum speaking time per presenter is 15 minutes, followed by 3 minutes for questions.** The chair of each session will collect the questions from the online conference platform chat, and both on-site and online attendees can ask questions using the chat function.
4. A recording of your presentation will be viewable on the conference platform for up to four weeks following the end of the conference. Depending on the permissions you have given when uploading your presentation, your slides will also be uploaded to a slidesharing platform. Sharing the slides helps to get your work more widely known and can increase citations.

