

TECHNICAL INFORMATION FOR SPEAKERS

The purpose of this document is to advise speakers on the required format when preparing their presentations for this Symposium.

1. Language

Your presentation must be prepared in **English**, the official language of the symposium.

For any **questions** related to the programme or your presentation, please contact the conference organizers at RAFA2015@vscht.cz.

2. Length, time keeping

Your presentation should be strictly based on the timings in the programme. The total time assigned for oral presentation consists of a time for presentation and 5 min for discussion. Please be aware that session chairs will enforce time limits strictly.

3. Format

Visual presentations should be in **Microsoft PowerPoint** (Microsoft Office 2003 and higher), **delivered on the USB memory stick.**

Recommendation: Use at least a 32-point font for titles and 24 for body text.

4. Submission of a presentation

To provide the presentation and in order to check the visual aids, **speakers should meet with organizing staff operating computers in the lecture hall – either in the morning before the program of the day starts or (at the latest) 15 minutes before the respective session starts.**