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Guidelines for the Oral Presentations

- Each Oral Presentation will have available **12** minutes, followed by **3** minutes for discussion.
- Presentations and discussions are held in one of the official languages (English, Italian). English preferred.
- Presentations must be formulated in such a way that their content can be clearly understood by all participants.
- Presentations must be made in PowerPoint® (Microsoft® 2010 or newer versions) computer presentation format. Other presentation formats will not be accepted.
- The following general rules for the preparation have been drawn up to ensure clarity:
 - Each presenter will have a limit of 20 presentation slides. The first slide must be for Title and Introduction and the last slide for Conclusions
 - Slides must be legible. They must be provided in a large format and of such a size that they are readable even from the back rows of the lecture hall.
 - Tables must be easily readable. Each table should only contain limited data; otherwise the audience cannot absorb the content sufficiently quickly.
 - The use of video illustration is allowed, but this should be kept short and on the topic.
 - Except for a company logo in the corner, neither the tables, nor figures and machine drawings may include names or symbols of firms, trademarks or trade names (commercial names of products).
 - Lecturers should be clearly informed that chairmen of the session are responsible for keeping the time. Chairpersons have the right to stop lectures that are over time and can refuse questions if insufficient time is available.

Note:

The Paper for Oral Presentations should be delivered to the Scientific Commission by June 15, 2022 and the Presentations in PowerPoint® format by July 30, 2022

All Power Point® presentations will be reviewed by the Scientific Commission which will oversee to certify that presentations meet the guidelines in advance. Authors will be required to adjust their presentations as needed in order to meet the above guidelines.

Rev April 7 , 2022