Guidelines for chairs, oral and poster contributions are available.

Chair instructions:

- Come to the room before the session starts.
- Supervise the presentation upload
- Introduce the session.
- Introduce each speaker before their presentation.
- Maintain the session schedule. You may kindly interrupt the speakers when their allocated time has elapsed because it is important to keep the session on time.

Oral Contribution instruction :

- Each oral presentation has a length of 20 minutes. Invited speakers presentations will have a 30 minutes lenght.
- The presentation length includes the time for change over and discussion.
- This allocated presentation time cannot be exceeded.
- The presentation file must be uploaded before your session starts contacting the desk or the session chairman.
- The presentation files can be in *.pdf, *.ppt/pptx, *.pps/ppsx, *

Poster guideline

Poster boards are in portrait format, and authors can make use of the full dimensions of 900 mm width × 1300 mm height.