

ICONPO XII 2023

Presentation Guidelines

- **Online presenters** should enter the Webex room in which they are presenting **a minimum of 10 minutes** prior to the start of the session to allow them to test the system and meet the chair of the session. Please download **WebEx application**.
 - **Onsite presenters** should arrive about **20 minutes before** the presentation session begins. Presenters will have to **introduce** themselves to the moderator and **upload** their presentation slides to the conference room laptop.
 - Each presentation or recorded video should be **10 minutes maximum** with presentation PowerPoint **not more than 10 slides**.
 - **Online presenters** will have to **share their own screen** and **advance their own slides**. Pre-recorded video should be played from the **presenter's computer**.
 - The Q&A session will take place **after all presentations** have been completed. All presenters **are required to be in the conference room** for the Q&A session, even if the presentation was recorded.
 - As the schedule of presentation sessions is tight it is of utmost importance that all **presenters are ready and in time** for their presentations.
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