



IMPORTANT: All speakers in symposia and oral presentations are required to use a Disclosure Slide as the second slide of their presentation. Please click [here](#) to download a template of the disclosure slide.

Technical requirements and instructions:

Please refer to the Congress program book and app for location of the Speakers' Ready Room. Please come to the Speakers' Ready Room when you arrive at the Congress Venue (or at least one hour prior to your lecture) in order to ensure enough time to load your presentation. In the Speakers' Ready Room, you will be able to review and rehearse your presentation.

- Please confirm that all fonts, images, animations and sounds appear as expected in your PowerPoint presentation.
- All text should be large enough to be easily read in presentation mode. Slides should not include multiple rows of text in small font.
- Your PPT will be made available in the lecture hall via computer network.
- Qualified technicians are ready to help you upload your presentation in the Speakers' Ready Room.

During your presentation:

An AV technician will be available in each hall to assist you with your presentation. From the lectern you will be able to control your presentation using a computer mouse or up/down/right/left keys on a keyboard.

- Please adhere to your allotted speaking time. Chairpersons will interrupt and redirect as necessary should you exceed your allocated time.

Hints to ensure a successful presentation:

- Do not read your slides. Maintain eye contact with the audience while presenting your slides
- Encourage audience participation and interaction where appropriate
- Leave time for questions and discussion at the end of your presentation

NOTE: Please check the program book timetable or the Mobile App to confirm exact scheduling information.

Thank you for your participation.

WCP 2018 Congress Secretariat