Sustainable Beekeeping, from the south of the world

## **ORAL PRESENTATION GUIDELINE**

- The time allocated for each presentation is 15 minutes including Q&A (Presentation: 12 mins, Q&A: 3 mins)
- Presenters should speak in English or Spanish for the presentation.
- Presentation slides must be in English. (Including Spanish speaking Presentations). If the slides will not be in English, the presentation will not take place.
- Supported file types for the presentations are Microsoft Power Point, Adobe Acrobat.
- Presenters have to submit their presentation at least 2 hours before their session to Speaker Room which is on the 2<sup>nd</sup> Floor. Presentations will be delivered to the related Session Hall from the Speaker Room. If the session is the first session in the morning, presenters has to submit their presentation the day before.
- Presenters are prohibited from using personal computers at the session rooms for their presentations.
- We kindly ask presenters to be in the session hall at least 10 minutes before the session starts. Presenters should contact chairs of session and inform about their participation.
- We kindly ask presenters not to leave the hall until the session finishes. Additional questions may be asked.