TECHNICAL INFORMATION FOR SPEAKERS

The purpose of this document is to advise speakers on the required format when preparing their presentations for this Conference.

1. Language

Your presentation must be prepared in **English**, the official language of the symposium.

2. Length, time keeping

Your presentation should be strictly based on the timings in the programme. The total time assigned for any oral presentation consists of a time for presentation and discussion (please count for discussion 3-5 min for keynote and standard presentations, 1-2 min for young scientist's presentations). Please be aware that session chairs will enforce time limits strictly.

3. Format

Visual presentations should be in **Microsoft PowerPoint**, **delivered on the USB memory stick**.

Recommendations:

- To prepare slides in format 16:9 (screen will have format 16:9); format 4:3 will be also accepted.

- To use at least a 32-point font for titles and 24 for body text.

4. Submission of a presentation

To provide the presentation and in order to check the visual aids, **speakers should meet with the organizing staff at the Speakers ready corner (for location see plan of the congress centre in the Program booklet) any time from opening of the symposium, or (at the latest) 15 minutes before the respective session starts.**

For any **questions** related to the programme or your presentation, please contact the conference organizers at RAFA2024@vscht.cz.