



GUIDELINES FOR ORAL COMMUNICATIONS

The Organising Committee of the **18th International Conference on Harmful Algae** will do its utmost to help authors with their presentations and to facilitate their arrival and stay at the conference.

Please take a few minutes to read the following guidelines regarding the on-site organisation of the meeting for the smooth running of the sessions.

A speakers' preview room will be installed on the ground floor of **La Cité, Nantes Event Center** (follow signs on site). Its role will be to manage the following:

- Coordinate and ensure the overall smooth running of the conference sessions,
- Follow the general schedule of the sessions,
- Assist speakers for any requests they may have onsite.

ORAL COMMUNICATIONS

In order to match with the most recent technology, the conference meeting room will be equipped with a video-projector and a laptop at the lectern.

All speakers are requested to use the **PREVIEW ROOM** (follow signs on site), which can be accessed once you have picked up your badge at the Welcome desk.

Each speaker should also check in the final programme that the time of his/her session has not been modified.

We kindly ask you to keep the time limit in mind and remember to save time for discussion!

Qualified personnel will act as liaison between speakers and projectionists: speakers will not have access to the projection rooms; therefore speakers must go to the PREVIEW ROOM to hand in their computer assisted presentations that will be transferred to the conference room on time.

Speakers are entirely responsible for the order, the loading and the pre-projection of their computer assisted presentation, using the equipment made available by the organisers.

Presentation (Power-Point style):

A presentation template is available [here](#) (not mandatory)

To avoid delays caused by switching on computers on the platform, booting up computers and potential compatibility problems, the Organising Committee has made available to speakers the standard A/V system used in the convention sector. There will be a master computer in the meeting room and to ensure smooth transition between speakers and appropriate technical support, the Organisers request that speakers do not connect their own laptop. **Every speaker has to go to the Preview room beforehand to provide his/her PowerPoint presentation.**

Official Language:

The official language of the Conference is English, which means that **all presentations and questions must be delivered in ENGLISH.**

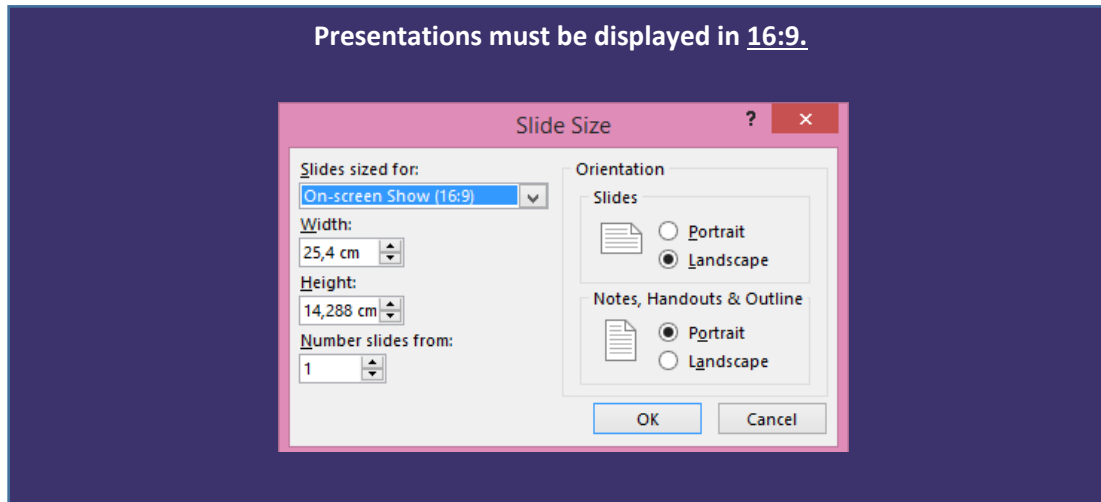
Format - Presentation:

Only Presentations for PC's (Windows latest versions) and PC's compatible (to avoid problems of compatibility between PC's and MAC, please use fonts compatible with both PC's and MAC) will be accepted, (no UNIX).

. Your presentation should be saved in the .pdf or .pptx format only. Other formats will not be accepted.

- If you have pictures, they must be under the following format: .jpg, .png, or .gif, format (.pict prohibited).
- If you have video files attached to your power point presentation, they must be in the following format: .mpg, .mpeg, .avi, .wmv, mp4 or .mov and must be saved in the same folder as the presentation.

When saving your final presentation on a USB stick, make sure to include your video files and all links to these multimedia files.



Depositing of file:

- Your computer file must be handed over to the staff of the **PREVIEW ROOM**, either on a memory stick or a hard drive, as far in advance as possible and **ONE AND A HALF HOUR BEFORE** the beginning of each session **AT THE LATEST. The presentation for an early morning session should be handed over the evening before.**
- In the **PREVIEW ROOM**, you will be assisted by a technician, who will help you to transfer your presentation to the internal network. You will also be able to review your presentation and to verify that it has been transferred correctly to the network.
- The opening hours of the PREVIEW ROOM during the Conference will be:

Sunday 21 October 2018	from 14:00 to 19:00
Monday 22 October 2018	from 08:00 to 18:00
Tuesday 23 October 2018	from 08:30 to 19:00
Wednesday 24 October 2018	from 08:00 to 12:30
Thursday 25 October 2018	from 08:30 to 19:00
Friday 26 October 2018	from 08:30 to 18:00

- All presentations will be considered as confidential by our staff and removed from the system at the end of the conference.

In the Meeting room:

- Your presentation will be sent directly to the meeting room through the internal computer network of the venue. The PC on the lectern is programmed in **16:9** and is linked to a video-projector
- Once the presentation is launched, you, the speaker, will control the program. By clicking on the mouse, your computer assisted slides will go on as usual.
- **Please, do NOT come at the last minute with your own laptop to the meeting room: you will NOT be able to connect it. Go to the PREVIEW ROOM in time beforehand.**