GUIDELINES FOR A PLATFORM PRESENTATION

1) Presentations must be given in English, the official language of the Congress. No translation will be available.

2) The assigned time for each platform presentation is 8 minutes, followed by questions and answers. Please be certain that the length of the oral presentation remains within the allotted time as session chairs will be instructed to terminate lectures which exceed their time allotment.

3) Presentations should be planned carefully and each phase of the lecture should be co-ordinated to match the PowerPoint Presentation.

4) Remember, the three rules of effective presentation are:
   I. Introduce your topic and inform your audience about what you intend to speak
   II. Deliver your talk, including the methods, results and conclusions
   III. Summarise the most important points of your lecture for the audience

5) Data projectors for PowerPoint presentations will be used in each session room.

6) On arrival at the Congress Venue, please go to the Speakers' Room on Level -1, to check in and save your presentation on the network system. We recommend that you go to the Speakers' Room the day before your presentation. Please note that all presentations must be placed on the network at least 3 hours before the session.

7) Format and saving method for PowerPoint documents:
   - Only MS-PowerPoint (.ppt) presentations with video formats will be accepted.
   - Please verify that the size of your slides is adapted to projection ratio of 16:9.
   - Please save fonts used in your document.
   - If your presentation uses digital video file (files .mpg or .avi), check that they are saved in the same directory as your PowerPoint file and adapt the link if necessary.

8) Media to use to provide your presentation:
   - Please bring a USB stick.
   - If you wish to compress your files use Winzip.
   - We strongly recommend that you bring a spare copy of your presentation on a USB stick, even if your presentation exists on your laptop PC.

9) The use of your files:
   - Your original documents used in the Speakers' Room are immediately returned to you.
   - A single file with your presentation is created on the server; no copy is made except for technical back-ups.

10) Please make sure that you arrive in the session room at least 10 minutes before the start of the session in order to meet the chair(s).

If you have any questions on your platform presentation, please email
abstracts@epilepsycongress.org