Guidelines for Oral Presentations

Oral presentations are organized in oral sessions scheduled in four lecture rooms given in the *Kurultai Programme* together with the time of presentation of each contribution. The session programme will also be shown outside of the corresponding lecture room well before the session starts.

Each speaker will have **20 minutes** to deliver the presentation: 15 minutes for the presentation, 5 minutes for discussion and change over. Because the Kurultai programme is very tight, the time schedule of each session should be strictly kept. The authors are therefore kindly requested to be punctual on timing of their presentations. To remind the presenter after 15 minutes, an alarm clock will be used in each lecture room. The chairpersons in each lecture room will be asked to maintain the quality of the scientific programmes and to prevent any delays in the Kurultai Programme.

A Laptop computer and a DataShow will be provided in each oral session room. There will be no slide projectors or overhead projectors available. Please note that personal laptops will not be used!

Authors are kindly asked to bring their presentations in PowerPoint format on a CD-ROM or USB flash drive. Please, bring multiple copies of the presentation on different media to make sure your file is compatible with our system. The authors are kindly requested to upload presentations directly in **Presentation Admission Room**:

(i)   if your presentation is in the morning session, please deliver your presentation to the Presentation Admission Room until 4.00 p.m., at the latest, on the previous day;

(ii)   if your presentation is in the afternoon session, please deliver your presentation to the Presentation Admission Room until 12.00 a.m., at the latest, on the day of your session.

(iii)   For presentations in the first day (13 April 2009, Monday) of the Kurultai, the authors are requested to upload their presentations until 11.00 am, at the latest.

In Presentation Admission Room, there will be assistants to help you; desktops will also be available to preview your presentations.