27th Wilhelm Bernhard Workshop on the Cell Nucleus
19 – 23 Jun 2023 | Prague, Czech Republic

INSTRUCTIONS FOR ORAL PRESENTATIONS

- Check-in with the IT assistant at least 1 ½ hour before your presentation time to upload your slides onto the network and to check the demo of your presentation.
- In case your lecture has been scheduled for a morning session please come one day before the day of your presentation.

RULES & REGULATIONS FOR ORAL PRESENTATIONS:

- Lecture duration:
  - **Regular**: 15 minutes + 5 minutes Q&A
  - **Invited**: 30 minutes + 5 minutes Q&A
- During the speaker slot before your scheduled lecture, you will be given **a headset microphone** by the IT assistant. Please be ready to show up at the designated spot on time.
- During your lecture, you will be using **Remote Controller** (E-presenter)
- Your own notebook is allowed only after discussion with the IT assistant on-site
- Only PowerPoint presentations made in Microsoft Office 2010 or later versions (*.ppt) or (*pptx), or Adobe Acrobat Reader (.pdf) are accepted to guarantee they will open successfully on an on-site PC
- MAC users should check in early (2 hours before your session starts) to verify the Windows compatibility.

PICTURES/VIDEOS

- JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.
- In case you have any videos in your presentation - please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1 and AVI format should work with no difficulties.

RECOMMENDED FONTS

- Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.
- Suggested fonts: Arial, Times New Roman, Tahoma

OTHER INFORMATION

- All presentations will be deleted after the lecture

WE STRONGLY ASK ALL SPEAKERS TO KEEP THE TIME OF THEIR PRESENTATION