

# Presentation Guidelines

## For all sessions

Check the programme for the time and location of your presentation. The detailed programme is available at <https://www.conftool.com/osm2019/sessions.php>. It can also be viewed on the Whova app using your smartphone.

On the day of your presentation, kindly be in the room where your presentation will take place at least 10 minutes before the beginning of the session. Please check with our technical staff that a copy of your presentation is loaded on the computer. Only presentations provided over the conference submission system or on USB key drives will be accepted for upload. The use of personal laptops for presentation is discouraged in order to maintain the timing of the sessions.

## Session formats:

GLP OSM 2019 has two main session formats, research presentation sessions and innovative and immersive sessions.

Research sessions, noted with an “R” in the program, consist of Full (10 min+ 3 min Q&A) and Flash (3 min) talks followed by Q&A. Final session organization (order/timing) will be managed by the session chair. Please email your session chair should you have additional questions about your session. Innovative and Immersive sessions are nontraditional conference sessions designed to foster open, interactive discussions and creative exchange. While we recognize that presentations can be a part of I&I sessions we encourage all presenters to keep their presentations very brief (max 3-5 minutes) and focused on the goals of the session to maximize time for all to participate.

## Preparing your presentation:

- Presentations should be PowerPoint (.ppt, pptx) or .pdf.
- The screen dimensions are 16:9 in most rooms.
- Label your presentation with DayMonth-Session-YourName (for example 24April-176R-JaneDoe)
- Upload your presentation, if possible, to the conference submission system ('Your Submissions' → 'Final upload') at <https://www.conftool.com/osm2019> before Tuesday 3pm, April 23, 2019 CEST.
- Please note that the presentation will only be accessible to OSM 2019 Organisers and not to other users. All rights remain with you.

