



DIVERSITAS OSC2
 BIODIVERSITY AND SOCIETY
 UNDERSTANDING CONNECTIONS, ADAPTING TO CHANGE

DIVERSITAS OSC2 - Guidelines for oral presentations

Preparation of oral presentation:

- Prepare a **10 minute-presentation**. Your presentation will be **followed by five minutes of questions and open discussion**. These time limitations will be enforced.
- Participants should bring their PowerPoint presentations on a CD or on a USB key. Please do NOT bring your own laptop for your presentation. Laptops and LCD projectors for presentations will be available in every conference room.
- **Only** PowerPoint and Pdf presentations, Office 2007 and all prior versions for PC are accepted.
- The day prior to your presentation, you will have to go to the Pre-View room (near by the Auditorium 2 – Plenary events) to download your presentation (**2 hours before** the beginning of your session at the latest). Technical assistance will be available.

Schedule to download your presentation

Day of your presentation	Go to the pre-view room
14 th Morning	On 13 th afternoon (14h-19h) or on 14 th morning (7h00-8h30) at the latest
14 th Afternoon	on 14 th morning or during the coffee break at the latest
15 th Morning	on 14 th afternoon (16h-19h) at the latest
15 th Afternoon	on 15 th morning – during the coffee break at the latest
16 th Morning	on 15 th afternoon (16h-19h) at the latest
16 th Afternoon	on 16 th morning – during the coffee break at the latest

- Go to your assigned meeting room 15-20 minutes prior to the start of the session in which your presentation is scheduled, and identify yourself to the chair of the session.

Oral presentation schedule:

- Consult the conference program to find out
 - in which session
 - at what time your talk has been scheduled and in which room.

Additional information:

- All conference equipment is PC compatible. Participants are invited to make sure that presentations prepared on a Mac can be viewed on PC equipment. Macintoshes will not be available at the conference.
- Conference organisers will not be able to make any photocopies of presentations or documents. Participants are invited to bring their own copies for distribution.
- **Please read carefully the Speaker preview-room document (attached)**