

INSTRUCTIONS – ORAL PRESENTATION

Your Oral Presentation

- All presentations must be in English
- All presentations must be sent to the organizers 24 hours prior to the meeting at SCRM@mcgill.ca
- It should be handled as a PowerPoint file, PC compatible
- Ensure to bring a USB key with your presentation with the PowerPoint format file and in a PDF format file as backup.
- Prepare one or two lines describing your bio to give the Chair person on the symposium day.
- Presenters will not use their own computers (presentations will be loaded in a PC by the organizers)
- The presentation must be less than 5 minutes (the Chair person will keep strict control of time).
- Tips for preparing your slides:
 - o Use one slide per one minute of presentation – total number of slides should not exceed 7.
 - o Keep slides simple, concise and readable – do not present too much information on any one slide
 - o Use one or two colors on a plain coloured background for maximum impact
 - o Summarize and highlight your conclusions / key messages
- Please speak slowly and clearly throughout your presentation
- Following the presentation there will be 2 minutes for questions.
- An award will be given to the best oral presentation. To qualify for the award, you must be present at the “Poster and Oral Presenter Winner Nominations” at 16h00

“Thank you for your valuable contribution to this Symposium”