GUIDELINES FOR WCN 2015 INVITED SPEAKERS

Lecture Times:

1. **Plenary Lectures:**
   - Invited speakers speaking in a plenary lecture, will each receive 30 minutes for their lecture.
   
   **Note:** Please carefully check each session for the exact timing of each lecture as they may vary from each plenary session. You are able to view the program on the Congress website as well as in the program book which will be distributed at the Congress.

2. **Scientific Sessions:**
   - Invited speakers speaking in a session with 4 speakers, will each receive 20 minutes for their lecture, leaving 10 minutes for discussion at the end of the session.
   - Invited speakers speaking in a session with 3 speakers, will each receive 25 minutes for their lecture, leaving 15 minutes for discussion at the end of the session.

3. **Teaching Course Sessions:**
   - Please carefully check each Teaching Course session for the exact timing of each lecture as they may vary from each session. You are able to view the program on the Congress website as well as in the program book which will be distributed at the Congress.

Please stick to your allotted time.
Chairmen have strict instructions to interrupt if you exceed the allocated time slot.
- Please give enough time for questions.
- Maintain eye contact with the audience while presenting slides.
- We encourage more audience interaction where this is appropriate.

Conflicts of Interest:

**A Statement on conflict of interest** is compulsory at the beginning of your presentation. Speakers must disclose any financial relationships with a commercial interest that might affect the content of the presentation. When an unlabeled use of a commercial product or an investigational use not yet approved for any purpose is discussed the speaker should disclose that the product is not labeled for the use under discussion or that the product is still investigational.

**Important:** It is mandatory that all presenters prepare a disclosure slide as the first slide in their presentation. If you have nothing to disclose, this slide must be included indicating “nothing to disclose”. An empty slide will be provided for you in the Speakers’ Ready Room to complete and add to your presentation.

Technical requirements and instructions for presentation:
Due to a high number of oral presentations in the program, the speakers’ ready room may become very busy. Please come to the speakers’ ready room when you arrive at the Congress Venue (or at least one hour prior to the lecture) in order to assure enough time to load your presentation. In the speakers’ ready room you will be able to check and rehearse your presentation.

- Please make sure that all fonts, images, animations and sounds appear as expected in your PowerPoint presentation.
- On presentation mode, your text should be large enough to be easily readable. The slides should not include multiple rows of text in small font.
- Your PPT presentation will be made available in the lecture hall via computer network.
- Qualified technicians are ready to help you upload your presentation.
- All presentations are deleted at the end of the Congress.

Data presentation
If using a PowerPoint presentation (or any other PC based application), please note you need to bring it on a USB Memory stick or CD/DVD and load it on one of the Congress’ computers in the Speakers’ Ready Room at least 1 hour before the start of the session.

Please note that the Congress computers in the session halls are being supplied with Office 2013.

If combining video films with PowerPoint, please make sure to check it in the session hall where your lecture is taking place during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session - **even after checking it in the Speakers’ Ready Room.**

Alternatively you may supply your own laptop computer. In such a case please confirm that it has a VGA socket for external signal, advise the operators in the Speakers’ Ready Room about it as soon as you arrive and later on test in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session.

**Important note for Macintosh (Keynote) users**

In order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before bringing it to the Speakers’ Ready Room:

1. Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).

2. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC).
It is recommended to use your own MAC laptop if you have created a presentation on a MAC computer.

In such a case please confirm you provide it with a VGA adaptor for external signal, advise the operators in the Speakers' Ready Room about it as soon as you arrive and later on test it in the session hall where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session.

Thank you for your participation and we hope you enjoy the Congress!

WCN 2015 Congress Organizer