

9th International Granulation Workshop 2019

Lausanne, Switzerland

Oral Presentation Checklist

Conference Dates: 26th – 28th June 2019 (Wednesday – Friday)

Venue: Lausanne Palace on 26th & 27th June

Nestle Research on 28th June

- The entrance of the conference venue opens at 8:00 am on the first & second day (26th & 27th June), and a shuttle to Nestle Research will depart from Lausanne Palace at 8:00 am on the third day (28th June).
- Please allow enough time to arrive, especially on the first day for registration.
- Presentations start at 9:00 am on the first two days.

- Presentations will be 25 minutes total (20 min presentation + 5 min questions/discussion)
- Please note that some of the rooms are very big, so all diagrams, graphs, figures and font sizes used in the presentations should be large enough to read from distance
- The equipment available on site for the presentations are:
 - Computer with Windows operating system and standard Microsoft Office
 - Projector and laser pointer
 - Microphones

Presentations should be sent to the Organisation Committee by email by 19th June 2019.

You will have the chance to update it (if needed) before your session. For presentations that are too big to be sent via e-mail (e.g. due to videos), please send a draft version with reduced size in advance (e.g. by taking the videos out).

N.B. all presentations must be held using the computer and equipment available on site.

You may not use your own personal computer. Please updated the presentation before your allocated time, and ensure that all of your slides (and videos) are finalized

beforehand.

Updating your presentations:

Day 1 – Wednesday 26th June 2019

- Presentations scheduled for the first parallel session (morning) MUST be sent to the Organisation Committee by email by 19th June 2019. Please go to the room in which you will be presenting between 8:00 to 8:45 am on the day to check if your presentation is working properly.
- Presentations held in the afternoon should be updated between 8:00 to 8:45 am.

Day 2 – Thursday 27th June 2019

- Presentations held in the morning should be updated the day before from 15:45 to 16:15
- Presentations held in the afternoon (after lunch): update between 8:00 to 8:45 am on the day of your presentation.

The presentations should be uploaded/ updated to the computer in the room where you will be presenting.