

Instructions for In-Person Oral Presentations

We look forward to welcoming you in Venice!

What follows is a guide for *In-Person Oral Presenters*. This guide will cover the following topics:

- Guideline for Presenters
- Instructions on presenting in one of the parallel oral sessions

Information on accessing the programme on Whova App and interacting with participants online can be found on the [Annual Meeting web page](#).

Guidelines for Presenters

Presentations must be given by the designated presenter during the conference. The designated presenter of your abstract(s) is available on Whova, at <https://iamc2023.events.whova.com/>.

To ask for changes of presenters, please contact iamc@iamconsortium.org and provide the abstract ID number and the name of the suggested substitute presenter. The latter must be registered for in-person participation.

Note that only those who have completed registration for IAMC 2023 will be able to log into Whova for the event. Your profile will be seen by other attendees, so make sure to include detailed information for making connections and networking.

Parallel Session Presentations

- Each presenter is assigned to one of the sessions during the conference.
- Session assignments can be found in the "Agenda" section on Whova. and clicking on the abstract link.
- Each oral presentation lasts 10 minutes plus 5 minutes of discussion. Do not exceed the allocated time. This typically means you should not have more than 5 slides. Give short answers to questions.
- Prepare your slides as a PowerPoint or PDF file. If possible, prepare your presentation with an aspect ratio of 16:9.
- You must name your file with the following convention "**Session_Abstract ID_Surname**." For example, *CIRCULAR_123_Smith.pdf*.
- On-site presenters are invited to kindly **provide their presentation by USB pen at the session room well in advance before the session starts**. You cannot use your own PC for the presentation: you will only be able to use the PC available in the room.