

RECOMMENDATIONS TO SPEAKERS

1. The total time allocated for each paper, including time for discussion, is as follows:

- Contributed Papers 15 minutes
- Invited Papers 25 minutes
- Keynote Papers 45 minutes

Presenters should respect other speakers' rights and adhere strictly to their allocated time.

2. Presenters are requested to contact the session chairs before the start of their session.

3. Each room is equipped, ready for use, with:

- Computer Projector for Power Point (ppt or pptx) and PDF presentations

For any other type of audiovisual equipment, presenters should inform the Secretariat about their request, at least 48 hours prior to the Session of Presentation.

4. Authors should deliver the files with their presentations to the conference secretariat at least 24 hours prior to the Session of presentation. Please name the file with the same Reference in the *Final Programme*, preceded by the number of the Session, as in the following example: **6D-5479.ppt**.

5. Speakers and participants in general are requested to use their identification badges at all times during the days of the conference, as that is essential to have access to the technical sessions, lunches, coffee-breaks and other social events (Reception, Excursions and Banquet).

Thank you very much for your cooperation.

The Organizing Committee.

Organizing Committee:

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