

PCIC Middle East – Presentation Instructions

prepared by the PCIC Europe Secretary,
organizer of the PCIC Middle East Conference

1 Introduction

This document contains the instructions for preparation of the file to be used for the presentation of the paper during the conference as well as information regarding the presentation sessions. Please note that each presenting author will use his or her own computer for the presentation at the conference. Please therefore be sure that the author who is presenting the paper brings his or her computer and a backup of the presentation file to the conference.

2 Preparation of the File

There are several important points to consider when preparing your presentation files:

Freedom from Commercialism It is essential that the contents of the presentation file comply with the same guidelines as used for the preparation of the paper. This means that company logos and brand names are not to appear anywhere in the presentation file, either explicitly or in photos, etc. Company names can only be used on the first slide to identify the company affiliation of the authors. Should a film be used during the presentation, the same guidelines apply. If you use a screen saver, please be sure that it has no logos, company names or product names on it.

Timing The time slot allocated for each paper is a total of 45 minutes. It is necessary to allow 5 minutes at the end of each slot to allow attendees to change rooms should the next presentation they wish to listen to be in the other conference room. It is also necessary to allow at least 10 minutes for questions and answers. Thus the presentation itself should last no longer than 30 minutes. Please limit the number of slides in the presentation files to be able to cover the topic within 30 minutes without having to rush through the last slides when time runs out. Authors will be notified 25 minutes into their presentation. After 40 minutes, the session will be closed in order to allow attendees to switch rooms.

Presentation File Format The presentation file format to be used is to be found on the PCIC Middle East conference website www.pcic-middle-east.com under authors' information. It is entitled *Presentation_File_Template*. This file has been specifically designed to allow those sitting in the back of the room to be able to see the contents of the presentation slides.

Question & Answer Period After the presentation there will be a 10 minute question & answer period. The session chair will manage this session and ensure that there is no commercialism in the questions. This is one of the most important parts of the PCIC Middle East conference

since it provides feedback on the topics presented. Please be sure to limit your presentation to 30 minutes to allow for at least a 10 minute question and answer session.

Presentation Files The final version of the file used for the presentation will be submitted at the conference to the PCIC Middle East committee member who chairs the session in which the paper was presented. Presentation files will not be made available to attendees or anyone else through the PCIC Middle East organization. Should attendees wish to obtain a copy of any presentation files, they must make this request directly to the authors. It is entirely up to the authors to decide if they wish to provide copies of their presentation to attendees.

3 Submission of File for Review

Please send a pdf copy of your presentation file to the PCIC Middle East Secretary by the date shown in the time schedule. The purpose of this file is to allow PCIC Middle East to check that there is no commercialism in the file.

4 At the Conference

In order to facilitate the work of the session chairs, authors are requested to identify themselves to the PCIC Middle East committee member chairing the session where their paper is to be presented, or the PCIC Secretary when arriving at the conference.