**Instructions for speakers**

Duration of presentations: 10 min. precisely and 5 min. managed by the moderator allowing for questions/discussion and the introduction of the next speaker.

File: presentations must be in PowerPoint (.ppt, .pptx, .pps, .ppsx) or Portable Document Format (.pdf).

The projection PC will be equipped with Windows 7, Office 2010 and Adobe Reader X.

Delivery of files: they should preferably be delivered at the time of registration to the Conference Centre reception desk on a USB key. As a last resort: the day before if your conference is in the morning; the morning if your conference is in the afternoon.

Be present 20 minutes before the start of your session in the room where the session will take place in order to meet the moderator in charge of introducing your presentation.