Guidelines for Keynote, Invited and Short Talk Presentations

Keynote Speaker Presentations

You have been allotted **45 minutes** for your presentation. It is recommended that you prepare a 40-minute talk to leave time for a few questions immediately following your presentation.

Invited Speaker Presentations

You have been allotted **30 minutes** for your presentation. It is recommended that you prepare a 25-minute talk to leave time for a few questions immediately following your presentation.

Short Talk Presentations

You have been allotted **15 minutes** for your presentation. It is recommended that you prepare a 12-minute talk to leave time for one or two questions immediately following your presentation.

Please refer regularly to the program on the website http://www.cell-symposia.com/conceptual-single-cells-2020/conference-program.asp for any changes to the schedule.

All Presentations will take place in the **Robertson Auditorium.**

All presentations must be preloaded in the meeting room, no later than 20 minutes before the relevant session.

Please make sure that you have located the technician in good time to load your presentation and at the very latest by the refreshment break immediately preceding your talk.

Please also make sure that you are available in the meeting room at least 10 minutes before the session begins to be introduced to the session chair.

AUDIO VISUAL

The following standard equipment will be provided for each oral presentation:

PC with Windows OS; projector and screen; microphones/audio system and a laser pointer.

It is recommended that you DO NOT use your own laptop to present your material, unless you intend to use alternative presentation software (i.e. not PowerPoint) or you will be presenting material prepared on a Mac. A Mac will not be provided as standard so please do bring your laptop (together with all cables to connect it to the projector) if you intend to use this software.

The recommended format for presentations is widescreen (16:9).

A technician will be available in the Robertson Auditorium to assist you with uploading your presentation to the presenter laptop.