

PODIUM AND SYMPOSIUM PRESENTATIONS (ORAL)

Presentation Time:

Each abstract has a total of 15 minutes including introduction by the chair, presentation, and questions and answers. The spirit of PREMUS is to promote discussion of the abstracts; therefore we request that the presentation should not be longer than 9 minutes. Hence, there will be 5 minutes for discussion via questions and answers and 1 minute for introducing and changing between speakers. Please review your presentation to make sure that it does not exceed this timetable. Please note: In order to keep to the time of the parallel sessions, your presentation will be stopped if you go past the time stated.

Presentation Format:

Presentation files must be copied onto the room's computer before the beginning of the session. You will not be permitted to use your own computer! Computer files of all presentations will be copied onto a single computer before your session.

All meeting rooms will be equipped with a laptop and beamer. All computers will be equipped with WindowsXP and the free and open productivity suite "Open Office 3.2". The Open Office 3.2 suite is freely [available for download](http://www.openoffice.org) at the following address (<http://www.openoffice.org>).

All presentations should be prepared using the open-source office software for presentations (.odp), PowerPoint (.ppt) for PC on Windows XP platform (not MAC formatted) or Adobe PDF (.pdf) format. Any presentations prepared on Windows VISTA or Windows 7 platform will not be operable. **Be cautious that all presentations should be compatible with the OpenOffice 3.2 presentation software.**

Windows Media Player, Quicktime and VLC are available for playing movie clips. Files must be copied onto the room's computer and tested before the beginning of the session.

Naming of Presentation files: Files must be named as "Session Abbreviation" underscore "presenting author surname" (e.g. AX_Martin). See www.premus2010.org/conference-program.htm for the schedule of sessions and their abbreviations.

Please bring your presentations to the conference on USB Memory Stick or CD that has been formatted for PC readability. You have three options for loading your presentations onto the computer where your session is taking place:

- 1) any day of the conference between 8:00-9:00 (7:30-8:30 on Monday only),
- 2) any day of the conference between 14:00-15:00, and
- 3) 30 minutes before your session (only speakers involved in an upcoming parallel session will be allowed to load their presentations during this time).

Please arrive at least 15 minutes before the start of your session (30 minutes, if you haven't already uploaded your presentation) to your designated room to introduce yourself to the Session Chair and confirm the title of your presentation. A "Speaker Ready Room" with a computer will be available for you to review your presentation on the Conference Center system. It is the speakers' responsibility to check their presentations at the speaker ready room well in advance of their sessions. Presentations may not be reviewed in the lecture room.

Presentation Order (for podium presentations):

The presentation order of abstracts within each session will be on the [Premus Provisional Program](#) page.

Podium presentation in a symposium:

The chairperson is responsible for organizing the session, allocate time for each presentation and for discussion. Please contact the person responsible of the symposium before the congress if not yet done and at the beginning of the congress. Be in the room at least 30 minutes in advance.