

## **Checklist for Oral Presentation**

- Acknowledged and replied via email to ISTRY ([info@istry.org](mailto:info@istry.org)) that my talk will be recorded using the Zoom platform.
- I have sent my brief biography to my chair (check [Event Schedule](#) for Chairs info)
- My practice talk time is within the 15-16-minute timeframe.
- My PowerPoint (PPT) slides size is in Widescreen (16:9)\* format.
- I have my PPT files on my USB for uploading.
- (For Symposiums 1 – 3 speakers), upload my slides in the “Presenter Preparation” room\* on 24 April between 11 am – 12.30 pm. Please come early on that day of registration – you will be given priority to register at the reception.
- (For Symposiums 4 – 8 speakers), I have uploaded my slides at the “Presenter Preparation” room\*\* before my session between 8 am – 12.30 pm.
- I have saved my PPT file in the right symposium folder and under the correct oral ID. Information is available on the last few pages of the program book under “Author Index”.
- I have checked that my slides upload properly into the system and the format is loading properly on the projected screen.
- I will be provided with a mic and laser pointer during my talk.

*\* Note that the 16:9 format is preferred although Standard (4:3) is still possible – we want to minimise the need to swap between formats to prevent interruption between speakers as much as possible. **Please let IT support know if you are using 4:3 format.***

*\*\* Note: Please check with the reception or conference ushers about the location of the “Presenter Preparation” room (Funktionsräume A2.00, Am Klinikum 1, Jena University Hospital).*