



Guidelines for Oral Presentations at PMC

- Oral presentations are scheduled in 15 minutes time blocks; one presentation time block includes 12 minutes of presentation and 3 minutes for questions, discussion and change over. Please ensure you stay within your allotted time frame. **This allocated presentation time cannot be exceeded.**
- All plenary sessions will be run in a fully hybrid mode, using the lecture room for on-site attendees and Webex for virtual participants. This setup will allow both on-site and virtual attendees to follow and present in the session equally.
- On-site presenters must give a live presentation. Virtual presenters are encouraged to present live but may instead submit a pre-recorded talk should they be unable to be present due to time-zone differences, unstable internet connection, and/or other barriers.
- All presenters (regardless of whether presenting onsite or virtually) are required to upload their presentation file in advance of their respective session. Files will not be accessible by other participants.
 - The presentation file(s) **must be uploaded at least 1 hour before your session starts.** Please use the following link for your upload:
<https://seafile.cloud.uni-hannover.de/u/d/2a6cba58bf9248ec9589/>
 - The presentation files can be in *.pdf, *.ppt/pptx, *.pps/ppsx, *.png, *.jpg, or *.mp4 format and should contain your last name within the filename (recommended aspect ratio: 16:9).
- To improve the efficiency of the sessions, we ask all presenters to use the laptop provided in the conference room. The operating system of the PC will be WINDOWS 10, and software will include: Microsoft Professional 2019, Libre Office 6.2, Adobe Acrobat Reader, Windows Media Player, VLC Player, MPC-HC. You are kindly invited to test your presentation material during a break with one of our chairing persons or technical staff to avoid technical issues.
- Acceptance of an abstract and its inclusion in the program of PMC23 obliges the author or one of the co-authors to present the contribution at the time and in the manner indicated, on-site or virtually, or to upload a pre-recorded presentation. If you know that your presentation will not be presented in either way, you are kindly asked to withdraw your abstract as soon as possible.

For any additional assistance please contact our PMC organization team at conference@palm.model.org.

Thank you for your cooperation in ensuring the smoothest experience possible!

- PMC organization team