

## Instructions for symposia and talks



### Time Management

Each symposium and talk session is allocated 90 minutes.

**Symposia:** Moderators will organize the talks, facilitate discussions, and manage the Q&A segment within the allotted time.

**Talk sessions:** Presenters are given a 17-minute slot, 14 minutes for the presentation, and 3 minutes for audience Q&A.

It is of utmost importance that all presenters are ready and on time for their presentations. Each session has a moderator who is available for assistance throughout the session.



### Presentation Guidelines

Each presentation hall has a computer setup for presentations. Presenters in symposiums and talk sessions are urged to follow these guidelines regarding presentation materials:

**Submission by email (preferred option):** Presenters are encouraged to send their presentations to [coopalma@focus.cat](mailto:coopalma@focus.cat).

Please, indicate the specific hall (sala) of your session, the day, and time of your presentation (e.g., Sala XXX, Friday 10 May, 10.30 AM). The deadline for sending the presentations is Tuesday, 7 May at 2:00 PM.

Presentations will be automatically deleted after the sessions.

**USB stick:** Presenters may alternatively bring their presentations on a USB stick.

**Using your device:** if necessary, presenters can use their laptops. Each hall (sala) is equipped with an HDMI connection; please, ensure you have the appropriate port or bring a suitable adapter.