SoilCET 2024 Oral Presentation Guidelines

1. Duration of Presentation

Category	Presentation Time
Keynote	Presentation: 40 min. (incl. 5min.Q&A)
Oral	Presentation: 18 min. (incl. 3 min. Q&A)

2. Prepare your Presentation File(s)

① Prepare your presentation file(s) in MS Power Point (MS Office 2013 version or higher).

② Bring your PPT file(s) on a USB memory stick. Please make sure that the file(s) is/are copied.

correctly onto the USB memory stick.

③ If you use fonts other than standard Microsoft Office fonts, please bring the font file itself with

your presentation file(s).

④ Presentation monitor aspect ratio is 16:9.

⑤ Presentation should be made in English (no simultaneous interpretation provided).

⑥ Use the logo SoilCET 2024 Symposium on your slides.

3. Preview Room

- You should visit the Preview Room to check and up-load your presentation file(s) at least 1 hour before your session starts to ensure your presentation file(s) appear(s) properly.
- A technician will be ready to assist you with checking and up-loading the file.
- In case of combining video files with the MS Power Point, we kindly recommend checking your presentation file at least 3 hours before your presentation.
- For those who have presentations in the morning session, please visit the Preview Room until the day before the presentation.
- All presentations will be stored and will be accessible from the PC in the session room where your presentation will be held.
- Our staff at the Preview Room will help you to upload your file.