Subject: Instructions for oral presentations   **Date:** 01-06-2013

General Recommendations

The presenting Authors are requested to be at the corresponding Conference Session Room (please check it in the FRPRCS-11 Programme) 10 minutes before the beginning of the Session, to receive instructions from the Chairman. Presenting Authors would already have sent to the secretariat of the conference the "Biography form" that received by email from the secretariat, otherwise they should deliver to the Chairman the filled form in this period of time.

Presentations should be delivered on the Computer Room, at least half-a-day in advance with respect to the scheduled Session (if the author's Session is in the morning, presentations should be dropped off in previous afternoon, and so on). Authors are requested to name their files with the nomenclature *Session_##_NameOfTheSpeaker*, where *##* is the Session number (indicated in the FRPRCS-11 Programme). Example: Session_11_J.Barros corresponds to the presentation file of J. Barros to be presented in Session 11. The location of the Computer Room will be signalized in the entrance of the Convention Centre.

Each author should count on 15 minutes for the oral presentation, plus 5 minutes for questions and/or discussion. This schedule must be strictly respected.

Available Equipment and Software

Each Session Room is equipped with a desktop computer (PC), connected to a data-show projector. The PC operating system is Windows, on which only the MS PowerPoint (2013 version) or Acrobat Reader applications are available. To prevent problems with PowerPoint presentations, authors are recommended to avoid uncommon font types, adopting instead standard fonts like Arial or Tahoma.

If the authors' presentation files are not created for PowerPoint or Acrobat Reader applications, authors should create self-executable presentation files (installation of software in the PC is not allowed). Responsibility that presentation files run properly in the Session Room computer is addressed to the authors.

Please note also:
- It is not permitted to use personal laptops to make presentations.
- Projection of overhead transparencies or similar formats (e.g. slides) is not allowed.

Other Recommendations

Authors should not use the FRPRCS-11 conference presentations for commercial promotion or sales purposes. Products and brand names must not appear more than once.