

Guidelines for E&E Congress 2024 Oral presentations

The time available for oral presentations is a **maximum of 12 minutes per presentation**. Remember that this time slot includes you getting familiar with the stage, your greetings, as well as your final remarks.

The slides and presentation **must be in English**.

For your presentation you are **requested to use the [E&E Congress PowerPoint template](#)** (16:9 format).

Slides must be sent to email eecongress2024@guarant.cz, (always refer to your PAPER ID in the email) together with the following items (PPTX slides + WORD document containing short biography, questions and final remarks):

1. A short biography (~100 words) that the Session Chair will use for your introduction, which will also serve to complete your account details on the congress platform, including:
 - Name
 - Affiliation & Job title
 - Main roles and responsibilities in your job
 - Short summary of what are you going to present (in one sentence)
2. A list of a few questions that you would like to be asked after your presentation if no other questions are raised by the audience. For example, on complementary aspects that you could not include in the slides due to the lack of time. The Session Chair might use it for the Q&A.
3. Main outcomes of your paper/presentation. In a couple of sentences, what is the main message that you would like to give to the audience? The Session Chair might use this for the final summary and closing remarks.

Guidelines on how to prepare your PowerPoint slides

- Use the E&E Congress PowerPoint template, including suggested font types and sizes. (download template [HERE](#))
- Use (at least) font size 24 so that your text will be readable by attendees.
- The PowerPoint slides must be written in English.
- Slides must not contain any trade names (other than company affiliation on the first slide).
- Send your presentation (in both PowerPoint and PDF version) to eecongress2024@guarant.cz, no later than **29 February 2024**. The Session Chair will check the slides and provide comments (if any).
- If you are required to change your PowerPoint slides you will be informed by the Session Chair by **22 March 2024**. The deadline for the final version of your slides will be **15 May 2024**.

Guidelines on how to prepare your presentation

- Present your slides in English.
- Avoid using too much text on your slides. Try to make them visual and dynamic.
- Only use tables that are readable.
- Avoid the use of trademarks in your presentation, you are permitted to include your company logo on the first slide.
- Speak loud and clear.
- Try not to rush to fit a lot of information in the 12 minutes. Remember that you can propose questions for the Q&A, where you can take your time to explain complementary aspects.

Complementary poster (optional)

- Authors of papers selected for oral presentation are also invited to submit a complementary poster that will be displayed in the posters area, together with the other posters, throughout the whole duration of the Congress.
- If you want to present also your poster physically in Budapest, we request your **confirmation of this by April 20, 2024** along with the electronic version sent to email eecongress2024@guarant.cz, together with all the above-mentioned items.
- For that, you are requested to follow the [E&E Congress Poster Instructions](#) and use the [E&E Congress Poster template](#).

Please do not hesitate to contact us if you have any questions about the process. (always refer to your PAPER ID in the email)

Kind regards,

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