

## Guidelines for oral presentations

Dear Silvilaser 2019 participant,

We are grateful for your contribution to the conference. As an oral presenter, you will be asked by assistants at the welcoming desk during your registration to give them a copy of your presentation file in either PPT or PDF formats. The recommended size proportion for the slides is 16:9.

Your oral presentation has been already scheduled for one of the parallel sessions of the conference (please, check the time and room assigned to you in the attached program). Each presenter will have 10 minutes to address the audience and 2 to 3 minutes for answering up to two questions. Hence, it is important to understand that this is an opportunity in which you are expected to present **just** the most significant outcomes of your work.

Therefore, when preparing your presentation, think about three to five relevant things about your research that you want participants to know, such as *(i)* the issue your research is trying to solve, *(ii)* your methodology or research process, *(iii)* how your research addresses the problem and *(iv)* where you hope to take this research in the future. Tell your audience that you will be able to address more details about many other aspects of your work during the breaks and outside the conference room.

Silvilaser 2019 will only accept your presentation formatted as either PPT or PDF files because the equipment in the conference rooms will project your slides using either Microsoft PowerPoint or Adobe Acrobat. We understand that in some cases, another format may be of your preference, but trying to deal with such exceptions usually becomes a distraction and a disruption of the normal and tight schedule of your session. Therefore, please, refrain from using other formats than PPT or PDF.

The computer used to project your presentation will be connected to the internet using basic wifi, sufficient for incorporating basic web-based elements in a presentation, but not for downloading large files and video content. There will be moderators and volunteers in each conference room to assist you in case of need.

Please, feel free to ask any question you may have and thanks for your valuable contribution to Silvilaser 2019.

August 9th, 2019

Organizing Committee