



**6<sup>th</sup> 8<sup>th</sup> Sep 2017, Ambasciatori Palace Hotel, Rome, Italy**

<http://www.iarmm.org/6WCCS/>

**Oral presentation manner**

(Place) Meeting room (Ambasciatori) on the ground floor.

- 1) At the conference hall, you can use 1 PC with MS Windows 10 and MS-Office.  
One screen is available.  
Everyone should bring your USB stick .
- 2) Bring your PowerPoint material with your USB tip at least 30 minutes before your presentation time.
- 3) Set the USB tip with PC on a presentation desk by yourself at first in your presentation time.
- 4) A total of your presentation time consists of PC setting (1 min), your oral presentation and discussion (2 min).

For an example: When you have 20 minutes, you should allocate your time as follows.

- First 1 minute for PC operation.
- Second 17 minutes for your oral presentation.
- Last 2 minutes for discussion.