



7th World Congress of Clinical Safety

7th 8th Sep 2018, **Best Western Hotel Bern, Switzerland**

<http://www.iarmm.org/7WCCS/>

Oral presentation manner

(Place) Meeting room ~~"Gurten"~~ **"Unionssaal 1 and 2"** on the 2nd 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 opening setting (first 1 min), your oral presentation, discussion (2 min), and PC setting (last 1 min).

For an example: When you have 15 minutes, you should allocate your time as follows.

- First 1 minute for PC operation.
- Second 10 minutes for your oral presentation.
- Third 2 minutes for discussion.
- Last 1 minute for PC operation.