

## INSTRUCTIONS TO PRESENTERS

All presentations should be exclusively in English.

**Each session is chaired by the presenter of the last paper.**

The Chair is in charge of allowing 30 minutes to each paper including the presentation (20-25 minutes) and a general discussion (5-10 minutes).

To facilitate the flow of the conference, participants should ask questions in the chat, and the Chair will collect the questions and ask them after the presentation.

To avoid losing time during the session, we kindly ask presenters to have their slides ready at least 10 minutes before the start of the session, and ensure they are in a PPT or PDF format.

The conference will be hosted on a Swapcard platform, and all sessions will happen on Zoom. Each session will have its own, specific zoom link. Click on the session and on the “Zoom room” button.

Technical support is available throughout the meeting, via the “HELPDESK” button on the home page.