PRESENTATION GUIDELINES

Oral sessions consist of three presentations, and each presentation is 20 minutes long including questions from the audience and answers time.

> **NOTE:** All Presenters and Session Chairs must register for the CiLOG in advance.

Oral Session Speaker Guidelines

If you are presenting a paper, please follow the guidelines below:

- You should prepare your presentation material in English. The sessions would be carried out in English or in Spanish (However, simultaneous translation will not be provided). **Take into account that if you make your presentation in English, your work will have a larger international dissemination**.

- Presentation material needs to be prepared in Microsoft PowerPoint 2010. If you want to use other versions or other software, you should convert it to Microsoft PowerPoint 2007 or 2003 format yourself.

- You cannot use sound animation in your presentation.

- You can distribute material related to your presentation. If you need more information, please contact a CiLOG conference staff.

- You should be in the appropriate room before the time the session will be started.

- Introducing yourself to your **Session Chair**, and provide him/her with a brief background statement in English or in Spanish (BIO) that he/she can use in introducing you to the audience.

- Each speaker will have 20 minutes to give their presentation **including 5 minutes for questions from the audience and answers time**.

> **NOTE:** All presenters prepare to display the session material on a screen within each given presentation time.

Oral Session Chair Guidelines

If you are chairing a session, please follow the guidelines below:

- All chairs need to prepare a watch yourself;

- Ensuring all speakers is present at their respective sessions;

- Introducing a speaker and his/her paper to the audience;

- Ensuring that speakers and sessions start and finish on time. (Each presentation is 20 minutes long including questions from the audience and answers time);

- Coordinating session questions and answers time;

- Closing the breakout session after completion of all presentations.

> **NOTE:** The certifications for each presenter from CiLOG will be available to download on the CiLOG' website. If you have any question please ask to organizers during the CiLOG or send a mail to: info [@] aml.org.mx

Session Room Equipments

Each session room is equipped with a PC, a projector and a screen. The PC has Windows 7, MS Office 2010 which is compatible with MS Office 97-2003 and MS Office 2007, and Adobe Reader 9.0.

If you want to use a pointer, please prepare it yourself.

> **NOTE:** Some PCs will be prepared for checking your presentation material in advance. It will be set up near the CiLOG 2018 registration desk.