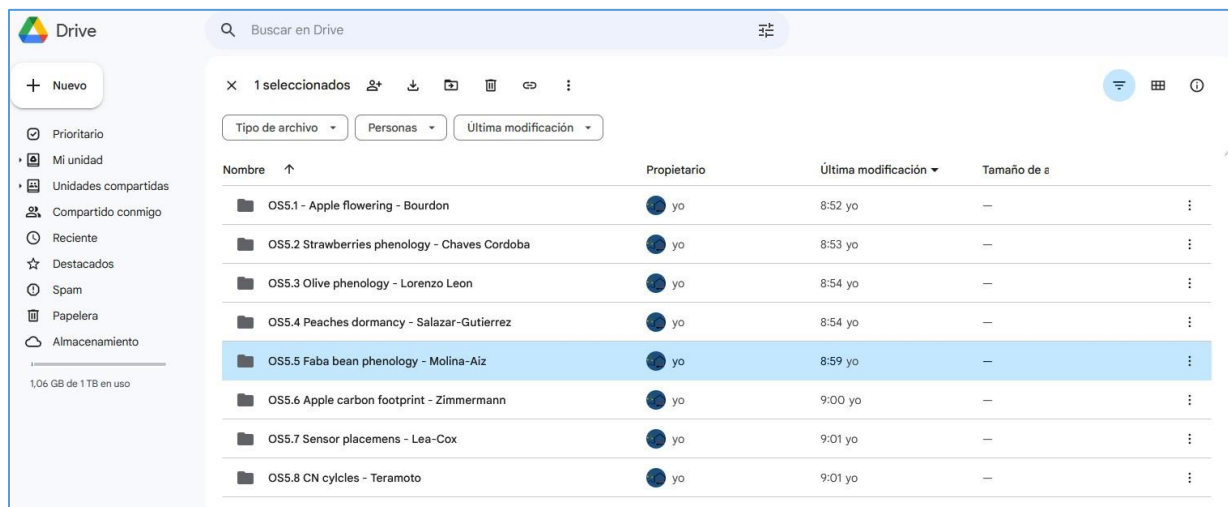




General Oral Presentation Guidelines

As a speaker, you are invited to **upload your presentation on the submission Google Drive cloud before Friday 23 June at 20:00 h (Central European Summer Time)**. For submission of oral presentations, a personal link to the symposium cloud will be sent to you by the organization via email. If you do not receive the link before Wednesday June 21, please contact the organization (horchimodel2021@ual.es). Each author will only have access to the folder corresponding to their work (for which the appropriate link will be sent).



The submission to the cloud will make it quick and easy for speakers to upload their Power Point presentations prior to the symposium. Upload only 1 .pptx file per presentation with a maximum file size of 100 Mb. We strongly recommend all speakers take advantage of this option. However, if you cannot upload your file prior to the event, please note that you will also be able to upload your presentation from a USB drive directly in the Preview Desk during the symposium, located in the Hall of *Aulario II*, the building close to the Auditorium where the presentations will take place.

On the Preview Desk you can also check and validate your presentation before the beginning of your session. For organisational purposes, we invite you to visit the Preview Desk at least two hours before the starting time of your session. An assistant of the organisation committee will assist the speakers with uploading and verifying their presentations.

To allow each speaker enough time to check their presentation, only minor modifications are allowed to be made on the computers in the Preview Desk.

Preview Desk opening hours:

- Monday 26 June to Tuesday 27 June: 8:30 – 12:30 & 15:00 – 18:00.
- Wednesday 28: 9:00 – 12:30.



Presentation format

All presentations should be in **PowerPoint format** and **PC compatible**.

The projection format will be 16:9, please use this format when creating your slides PowerPoint 2019 and previous versions are accepted:

- Save your file with a .pptx extension for a better compatibility, starting the name of the file with the identification of your presentation in the symposium program (**OSn.m**) followed of the main subject and the name of the presenting authors of your presentation, for example "**OS5.5 Faba bean phenology - Molina-Aiz**". The assigned number in the symposium program (OSn.m) will be included in the poster and will be on the corresponding board. The first part of this number (n) indicates the topic of the poster and the second part (m) the order number of the poster on that topic.
- Media elements: Use the 'Insert' function to integrate media elements, such as **images** and **video**.
- Try to limit the size of your videos and sound to **1GB** and use formats such as .mp4 and .wmv if possible.
- If your video files come from a singular equipment, make sure you do not need a special proprietary software to play it on another PC.
- If you work on a Mac try to avoid specific fonts in Mac OS and rather choose Windows compatible fonts
- You should bring a copy of your presentation, including a copy of your video file(s), on a USB flash drive or an external hard drive.
- **There is no option to load your presentation in the meeting room using a USB drive, or to connect a laptop. All presentations will be run from the PC provided in the meeting room.**

If you have any questions in the meantime, please contact us at horchimodel2021@ual.es.

Thank you for sending us your presentation!