



PRO-VE 2025 - Guidelines for Authors' Presentations

To ensure your presentation runs smoothly and contributes to the high standard of the conference, please follow the guidelines below for both oral and poster presentations.

1. General Instructions

- All presentations must be delivered in **English**.
 - Please arrive at your session room **at least 10 minutes before** the scheduled start to check the AV equipment, slides and align with the chair.
 - Bring a backup of your presentation (USB drive, cloud link or local laptop) in case of technical issues.
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2. Oral Presentations

- Time slot: **25 minutes total: 20 min talk + 5 min Q&A**.
 - Format: Prepare your slides in **PowerPoint (.ppt or .pptx)** or **PDF**.
 - File naming: Please label your presentation file as: **PaperID_LastName.pptx** (or similar) to facilitate smooth upload.
 - Q&A: Be ready to answer questions; anticipate a few minutes following your talk for discussion.
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3. Technical & Practical Considerations

- The conference will provide: a laptop (Windows), TV screen with HDMI, pointer/laser if needed.
 - If you bring your own laptop: ensure you have compatible adapters (HDMI) and test ahead of time.
 - Backup: Save a copy of your slides and any supplementary materials; technical hiccups can happen.
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4. Checklist for Presenters

- ☒ Presentation file prepared in correct format (PowerPoint/PDF)
- ☒ File backed up and named appropriately
- ☒ Arrival at session room ~10 minutes early
- ☒ Slides structured and rehearsed to fit time slot
- ☒ Ready to answer questions during Q&A or poster session.