

24TH INTERNATIONAL CONFERENCE ON ORAL AND MAXILLOFACIAL SURGERY

MAY 21-24, 2019 RIO DE JANEIRO, BRAZIL



FREE PAPER (ORAL) PRESENTER BRIEFING NOTES

Please **read these guidelines** ahead of time to ensure your presentation is successful.

Registration Counters

Please get your name badge and conference material before proceeding to Speakers Ready Room

Location of Registration Counters:

Ground Foyer, Reception Concourse (right next to Europa – Exhibition Hall)

Opening Hours:

Monday, May 20, 2019	08:00 – 18:30
Tuesday, May 21, 2019	07:30 – 18:30
Wednesday, May 22, 2019	07:30 – 18:30
Thursday, May 23, 2019	07:30 – 18:30
Friday, May 24, 2019	07:30 – 13:00

Speakers Ready Room

Please upload your PowerPoint Slides (on a USB Memory Stick) at Speakers Ready Room **at least 3 hours before your session commences**. The Speakers Ready Room is networked with the session rooms, which means your presentation will be automatically distributed to your session room once it is uploaded.

Location of Speakers Ready Room:

Ilhabela II, 2nd Lower Floor

**Opening Hours: Same as registration counters*

Audio Visual Support

Presenters are NOT permitted to use their personal laptops for presentation.

The following Audio Visual equipment will be in every session room at the Conference:

- Projection screen (4:3) and LED projector
- One presentation computer with Microsoft PowerPoint
- Microphone and laser pointer

Only Microsoft PowerPoint (.ppt / .pptx) (up to Microsoft Office 2010) is accepted.

Keynote file in Mac system is NOT accepted.

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Get Ready to Speak!

Please get yourself ready in your session room at least 15 minutes prior to the start of the session and introduce yourself to the staff (in ICOMS 2019 uniform) of the Meeting Room. This will allow time for the chairpersons to greet with the presenter.

- Presenters will be seated in the front row of the session room and will move to the podium when instructed by their session Chairperson.
- A laser pointer will be available for speaker's use.
- Keep track of time. Presenters are required to have presentation limit of **8 minutes presentation including Q&A**. The chairperson will time all presentations and will provide you with warnings as you approach your time limit. We are on a tight schedule. Please make sure to adhere to your allotted speaking time.

For questions, please contact Flaviana Dias (free paper presentation) at freepaper-icoms@iaoms.org or Rebeca Pires (registration) at reg-icoms@iaoms.org.

Thank you for your kind attention