

## KEYNOTE SPEAKER PRESENTATION GUIDELINES

### Speaker Registration

All speakers at IMSC 2024 must be registered to attend the Conference, at least on the day of their presentation. If you have not yet registered, please register by Friday, 19<sup>th</sup> July.

### Presentation Guidelines

Guidelines have been prepared below to assist with preparation for your presentation:

For your PowerPoint presentation please note the following:

- Ensure it is in 16:9 format
- Avoid colours that are hard to read such as brown, yellow and white print on light backgrounds or extreme contrasts

**To assist us in preparing for your lecture, please upload your presentation [here](#), no later than Friday, 16th August 2024.** Please label your file name: *Day of Presentation – Room – Time – Full Presenter Name*. If this is not possible, please bring a copy of your presentation on a USB and visit the Speaker Support Room the day prior to your presentation. The staff at the registration area will be able to assist you in finding the designated room. Please note that you **will not** be able to use your own device to present.

You have been allocated **20 minutes for your presentation** (plus an additional 5 minutes for questions and answers). Further questions can be asked and answered in the Conference Mobile App. The session chairs will keep a tight schedule to ensure that the program stays on time and allow participants to follow presentations in different sessions.

### Audio Visual

The following audio-visual aids will be available for your presentation:

- Lectern and microphone
- Projector and screen
- Presenter remote

Should you require anything outside of the aids listed please email [conference@aomevents.com](mailto:conference@aomevents.com).

Please plan to arrive at your allocated session room at least 10 minutes prior to the start of the session and make yourself known to the chairperson. The chairperson will make sure you are familiar with the AV equipment prior to the session commencing.

### Presentation Withdrawal

Should you need to withdraw your abstract submission, please email [conference@aomevents.com](mailto:conference@aomevents.com). Any withdrawals must be provided in writing to All Occasions group by Monday 19th July.

If you have any questions at all, please do not hesitate to contact All Occasions Group at [conference@aomevents.com](mailto:conference@aomevents.com).

**Thank you once again for participating in the 25th International Mass Spectrometry Conference 2024.**

**We look forward to welcoming you!**



**All Occasions  
Group**