



Oral Abstract Presenter Guidelines

The abstract driven sessions are chaired and will consist of up to five oral presentations of ten minutes each. A five-minute question and answer period will follow immediately after each presentation.

IMPORTANT: All oral abstract presenters must check in at the Speakers Centre at least **four hours** before the start of their sessions. It is not possible to run PowerPoint presentations directly from a laptop in the session room: all PowerPoint presentations must be uploaded at the Speakers Centre prior to the session.

At the Speakers Centre there is a training room where you will be able to run through your presentation prior to the session with the same equipment as in the session rooms.

As oral abstract presenter, your preparations include:

Before the Conference

The oral abstract session chairs will receive all abstracts that will be presented in the session, and have been instructed to contact you prior to the conference. You will be asked to send your talking points and also your PowerPoint slides for review to the chairs and the session **point person** who is a member of the AIDS 2010 Track Committees.

At the Conference

- Check the room where the session will be held and familiarize yourself with the space and equipment.
- Arrive at the session room at least 15 minutes before the start of the session.
- A presentation timer will be available at the speaker table – you are responsible for delivering your presentation within the specified time.

POWERPOINT GUIDELINES

Information on the technical requirements and practical guidelines on how to create efficient PowerPoint presentations and the AIDS 2010 PowerPoint template can be found on the conference website: <http://www.aids2010.org/Default.aspx?pageld=272>